



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

HUMAN RESOURCES MANAGEMENT DIVISION-LAS VEGAS
4220 S. MARYLAND PARKWAY, BLDG. A, SUITE 100
LAS VEGAS, NV 89119-7528

June 27, 2014

OFFICE OF
ADMINISTRATION AND
RESOURCES MANAGEMENT-CINCINNATI

Christian F. Gebhardt
826 NE 100th Street
Seattle, WA 98125

RE: Freedom of Information Act Request No. EPA-HQ-2014-006935

Dear Mr. Gebhardt:

This letter is in response to your Freedom of Information Act (FOIA) request dated May 30, 2014. All requested documents on file are provided with this response.

If you have any questions concerning the documentation which has been provided, please contact Elizabeth Engebretson at (702) 798-2432. Please provide your FOIA request number in all communications.

Sincerely,

A handwritten signature in black ink that reads "Elizabeth J. Engebretson". The signature is fluid and cursive.

Elizabeth Engebretson
Acting Director

Enclosures:

1. Position Description Donald F. Anderson
2. Position Description Kristine Karison
3. Position Description Hanh Shaw
4. Position Description Eva De Maria
5. Position Description Meghan Hessanauer

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 30073	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>Environmental Engineering Series GS-819-7330 Apr 1978</i>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation <i>Environmental Engineer</i>		<i>GS</i>	<i>0819</i>	<i>15</i>	<i>001</i>
4. SUPERVISOR'S RECOMMENDATION Environmental Engineer		GS	0819	15	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Donald F. Anderson		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			c. Chemical Engineering Branch		
b. Office of Water			f.		
c. Office of Science & Technology			g.		
d. Engineering & Analysis Division			h. EPAYS Organization Code 43036002		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input checked="" type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Janet K. Goodwin, Acting Chief Chemical Engineering Branch, EAD			d. Typed Name and Title of Second-Level Supervisor Mary T. Smith, Director Engineering & Analysis Division		
b. Signature <i>Janet K. Goodwin</i>		c. Date 4/7/03		e. Signature <i>Mary T. Smith</i>	
				f. Date 4/4/03	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.			<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt
c. Functional Code 31		d. Bargaining Unit Code 0014		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()	
		f. Signature <i>Janet K. Goodwin</i>		g. Date 4/7/03	
11. REMARKS <i>Previously classified - New Supervisors only</i>					

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 30073	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position <i>Environmental Engineering Series GS-819 1530 April 1978</i>					
		b. Title	c. Service	d. Series	e. Grade
Official Allocation	<i>Environmental Engineer</i>		<i>GS</i>	<i>0819</i>	<i>15</i>
4. SUPERVISOR'S RECOMMENDATION		Environmental Engineer	GM	0819	15
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Donald F. Anderson		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			c. Chemical Engineering Branch		
b. Office of Water			f.		
c. Office of Science and Technology			g.		
d. Engineering and Analysis Division			h. EPAYS Organization Code 43036002		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p><input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p><input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p><input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p><input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p><input checked="" type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide.</p> <p><input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
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a. Typed Name and Title of Immediate Supervisor Acting Chief, Chemical Engineering Branch Engineering and Analysis Division			d. Typed Name and Title of Second-Level Supervisor Sheila E. Frace, Director Engineering and Analysis Division		
b. Signature <i>Sheila E. Frace</i>		c. Date <i>3/3/03</i> <i>01/30/03</i>	e. Signature <i>Sheila E. Frace</i>		f. Date <i>3/3/03</i> <i>01/30/03</i>
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt		c. Functional Code <i>31</i>
d. Bargaining Unit Code <i>0014</i>	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<i>10</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature <i>[Signature]</i>		g. Date <i>03/19/03</i>
11. REMARKS <i>Low risk SF 450 required</i>					

ENVIRONMENTAL ENGINEER
GS-0819-15

I. INTRODUCTION

The incumbent is assigned to the Engineering and Analysis Division (EAD) in the Office of Science and Technology (OST) which has the sole responsibility for developing, proposing and promulgating effluent limitation guidelines, new source performance standards and pretreatment standards for industrial point source discharges, regulations controlling the intake of cooling water, and methods for the analysis of water and wastewater, assuring the adequacy and validity of scientific and technical data and findings used as support for the effluent limitations guidelines and standards and the analytical methods, gathering, developing, and analyzing data and background information basic to the annual review and periodic revisions of existing effluent limitation guidelines and standards, and developing technical information required by the judicial review of regulations.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent serves as a senior advisor, providing authoritative advice to EAD and OST Senior Managers on policy issues of national and international interest, scope and impact. The incumbent utilizes a high degree of environmental engineering skills and judgement, and a comprehensive knowledge of water quality and pollution prevention programs and their relevant laws and regulations.
2. The incumbent is responsible for conducting and reviewing engineering analyses supporting the activities and decisions of EAD and OST, and ensuring that all analyses are sound and within the bounds of acceptable quality control and quality assurance criteria.
3. The incumbent is integral to the integrity of EAD's data collection and analysis and is responsible for conducting the development, planning, completion and publication of documents necessary to support the actions of OST.
4. The incumbent is responsible for insuring that all work performed is compatible with the overall goals and strategies of EAD and OST and is consistent with relevant EPA policy and directives.
5. Provides technical input to other offices within EPA and the Department of Justice for developing litigation responses, legal briefs, affidavits and responses to permit writers requests.
6. Represents the Agency on industrial water quality problems and remedial measures to program managers and senior scientific and technical personnel in other Federal, State and local agencies, private institutions and individuals. The incumbent interprets Agency policy as it applies to the program related activities as a source of information concerning

the program and is an expert in his technical speciality as it relates to discharge guidelines for major industrial waste sources.

7. Keeps abreast of new methods and developments in the speciality fields as they affect his program area and advises appropriate officials of the progress and difficulties. Keeps informed of activities and programs of professional and scientific societies related to pollution control.
8. Performs other related as assigned.

III. SUPERVISION

The incumbent works under the direct supervision of the Chief of the Chemical Engineering Branch.



**GS-15 GRADE LEVEL CRITERIA
PROFESSIONAL/ADMINISTRATIVE/SCIENTIFIC POSITION**

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-9 1850 Points

Mastery of the principles, theories, and practices of Environmental Engineering to serve as an authority in developing new approaches and theories to investigate critical problems in the speciality or in making decisions to change, interpret, or develop programs of national and international impact.

Knowledge, Skills and Abilities required for this position:

- Working knowledge of the Clean Water Act.
- Experience with developing and implementing new and continuing regulatory programs.
- Ability to represent policy positions to senior managers and non-EPA stakeholders, including Members of Congress and the regulated community.

SUPERVISORY CONTROLS

Level 2-5 650 Points

Assignments are normally made only in terms of broadly defined missions or functions. The employee has responsibility for planning, developing, coordinating, and evaluating programs, projects, activities, or other work independently. Employee may be assigned a national program to manage, which includes integrating the program with other related activities, coordinating the program with regions and other organizations, and performing other related program management duties. Completed work is normally accepted without change, and when it is reviewed, the review concerns such matters as, fulfillment of objectives, effect on overall operations, and contributions to program efforts. Recommendations are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities.

GUIDELINES

Level 3-5 650 Points

Guidelines are broad and nonspecific such as policy statements and basic legislation which require extensive interpretation.. Employee is required to use resourcefulness and perception to develop and interpret guidelines. Employee is recognized as a national technical authority/expert in a program or scientific area.

COMPLEXITY

Level 4-6 450 Points

Assignments have very complex, controversial, and unconventional features. Assignments are characterized by breadth and intensity of effort and involve several phases being pursued concurrently or sequentially with the support of others within or outside the agency. The work requires establishing concepts, theories, or national programs.

SCOPE AND EFFECT

Level 5-6 450 Points

The purpose of the work is to plan, develop and carry out vital administrative or scientific programs, and to provide technical and administrative guidance and the leadership. The programs are essential to the mission of the agency or affect large numbers of people on a long-term basis.

PERSONAL CONTACTS

Level 6-4 110 Points

Contacts are with high-ranking officials from national or international agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationships or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

PURPOSE OF CONTACTS

Level 7-3 120 Points

Purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiating settlement of differences, and to resolve problem areas or controversies.

PHYSICAL DEMANDS

Level 8-1 5 Points

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

WORK ENVIRONMENT

Level 9-1 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

TOTAL POINTS = 4290

Extramural Resources Management Duties Checklist

This checklist may be used to identify duties in managing contracts, grants, cooperative agreements, and interagency agreements. It is a tool for identifying duties to be added to position descriptions for positions requiring 25% or more of time on any combination of extramural resources management duties. The checklist may be used as an amendment to position descriptions for positions requiring less than 25% of time on these duties.

Employee Information

Name Donald F. Anderson

Position Number _____

Title Environmental Engineer

Series/Grade GM-0819 15/00

Organization OW/OST/EAD/CEB

Percentage of Time Spent on Extramural Resources Management

- ☐ This position has no extramural resources management responsibilities.
- ☒ Total extramural resources management duties occupy less than 25% of time:
- ☐ Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
- ☐ Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature Shelia E. Sizemore Date 01/30/03

for Acting Chief, Chemical Engineering Branch
Engineering & Analysis Division

Personnel Specialist's Signature [Signature] Date 03/19/03

Part 1. Contracts Management Duties

Pre-award:

- ☒ Plans procurements
- ☒ Estimates costs
- ☐ Obtains funding commitments
- ☒ Prepares procurement requests
- ☒ Writes statements of work
- ☐ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☒ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list) _____

Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☒ Monitors cost, management, and overall technical performance of contract after award

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☐ Approves payment requests or ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☒ Reviews invoices
- ☒ Inspects and accepts deliverables
- ☐ Other (list) _____

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list) _____

Percentage of Time Spent on Contracts Management:

10 %

Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for areas of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities /budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☐ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☐ Provides technical assistance to recipients

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decision/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc. and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/ change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely closeout
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants /Cooperative Agreements Management: %

Part 3. Interagency Agreements Duties

Pre-Agreement:

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

- ☐ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/ termination
- ☐ Conducts periodic review of Superfund State Contracts payment receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)


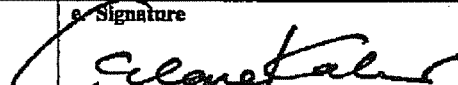
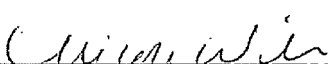
Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

Time Spent on Interagency Agreements Management: %

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION San Francisco, CA		2. POSITION NUMBER 00075425	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position Position Classification Standard for Environmental Protection Specialist Series, GS-0028, TS-133 March 1995					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Environmental Protection Specialist		GS	0028	13	
4. Supervisor's Recommendation		GS	0028	13	
Environmental Protection Specialist					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Kristine Karlson		
7. ORGANIZATION (Give complete organizational breakdown)			a. Water Section 1		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 9			g.		
c. Enforcement Division			h. Employing Office Location San Francisco, CA		
d. Water and Pesticides Branch			i. Organization Code 90980320, Dept ID: 0000005449		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor KENNETH D. GREENBERG, Manager, Water Section 1			d. Typed Name and Title of Second-Level Supervisor ARLENE M. KABEL, Asst Director, Water & Pesticides Br		
b. Signature 		c. Date 8/6/13	e. Signature 		f. Date 8/7/13
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input checked="" type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input checked="" type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input checked="" type="checkbox"/> NONEXEMPT <input type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code			
g. Bargaining Unit Code 1069		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management Duties (<u>0</u> % of time) <input type="checkbox"/> This position is subject to random drug testing (<u> </u>)		i. Classifier's Signature 	
j. Date 8-12-2013					
11. REMARKS					



INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by Immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) **REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee



ENVIRONMENTAL PROTECTION SPECIALIST
GS-0028-13

This position is located in the Region 9 Enforcement Division, Water and Pesticides Branch, Water Section1.

The purpose of this position is to serve as a senior enforcement inspector in the Water Section, independently conducting inspections and performing enforcement activities at regulated facilities.

MAJOR DUTIES AND RESPONSIBILITIES:

Conducts inspections and investigations of regulated facilities for compliance with applicable regulations, permits, or other federal requirements. Provides environmental expertise to extremely complex, single or multi-media, field sampling and analytical activities, facility inspections and audits, environmental programs and compliance assistance activities. Performs pre- and post inspection duties such as gathering and evaluating information, reviewing facility records, and developing appropriate inspection plans in accordance with agency program policies and procedures. Plans, designs and implements short- and long-term improvements to existing and proposed facilities. Prepares comprehensive reports documenting inspection findings, site observations, evidence collected, as well as the nature and extent of any non-compliance. Enters and tracks data through EPA's national and regional information systems in accordance with agency protocol. Targets facilities or regulatory sectors for inspection and other enforcement related activities. Determines whether facilities are in compliance with federal laws and regulations.

Provides advice and information on significant analytical methods, sampling techniques, etc., related to specific program areas, functions, and activities. Provides expert advice as to the adequacy and accuracy of data, processes, and provides program assistance where applicable. On behalf of the region, reviews and provides comments on new or revised program guidance, policy, and regulations to regional and headquarters decision makers that influence current and future enforcement programs within the agency. Prepares documents, briefing materials, and drafts Federal Register notices to support proposed agency actions or decisions. Serves as authoritative consultant to state, local, or tribal officials, to evaluate the effectiveness of program plans, and oversee the development of training.

Serves as a program expert in the development, negotiation and litigation of both civil and criminal enforcement matters. Prepares investigatory letters, notices of violation, position papers or other documents related to enforcement cases. Provides advice and leadership in settlement negotiations and represents the region on complex policy issues to corporate officers and representatives. Acts as program expert in civil settlement and litigation proceedings. Works with regional attorneys on enforcement actions, providing expert analysis and program data for inclusion in administrative orders or consent decrees.



Presents expert oral or written testimony during public hearings, evidentiary hearings, court trials, and depositions.

Plans, conducts and provides regulatory technical assistance on complex field sampling and analytical services, facility inspections and audits. Plans, conducts and/or provides program assistance to complex field sampling and analytical services, facility inspections or audits, and/or monitoring support for complex programs/activities. Provides expert advice and training to state local, and/or tribal inspectors and enforcement officers on critically important and technically complex investigation/inspection activities and plans for EPA oversight of inspections. Observes and evaluates state, local, or tribal inspectors and reviews inspection reports. Explains, interprets and promulgates agency decisions and determinations.

Provides assistance to regional personnel, other federal, state, local agencies, tribes, industry representatives, and concerned public citizens on technical aspects of EPA laws and regulations. Advises on agency's planning and programmatic requirements for the inspection and investigation of regulated facilities. Provides regional expertise through advisory services and policy guidance on complex regulatory and enforcement issues. Reviews, analyzes and modifies plans, programs and implementing policies and guidance developed by state, local, or tribal governments to implement various provisions of state or federal environmental programs. Oversees the development of or personally develop studies, analyze data, and prepare reports regarding state, local and tribal implementation of environmental protection programs. Disseminates environmental and technical information through oral briefings, written documents, workshops, conferences, seminars and/or public hearings often including concerned citizens from low income and underserved communities. Serves as regional spokesperson and performs extensive public speaking at meetings and forums with regulated entities and the public.

FACTOR LEVEL DESCRIPTIONS:

Factor 1 - Knowledge Required by the Position Level 1-8 (1550 points)

Expert knowledge of applicable environmental laws, regulations, statutes, enforcement/compliance policies and guidelines sufficient to serve as an authoritative consultant providing oversight, direction, and advisory services for the agency's enforcement program and conducts complex inspections to ensure compliance with federal requirements, and advise on the need to devise new approaches, standards, and policies for enforcement.

Skill in conducting field inspections, gathering evidence, and initiating enforcement actions to perform pre and post inspection and enforcement duties.

Ability to plan, conduct and provide program assistance to complex field sampling for inspections or audits.

Ability to enter and track data through EPA's various information systems and databases to document inspection findings.



Skill in written communication to prepare reports and briefing materials, document inspection findings, and draft Federal Register notices or Agency Policy proposals.

Skill in oral communication to perform public speaking at meetings and forums with regulated entities and the public.

Factor 2 - Supervisory Controls

Level 2-4 (450 points)

The supervisor establishes overall objectives and resources available. The supervisor and employee jointly develop projects, priorities and deadlines. The employee independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility and effectiveness in meeting requirements.

Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Factor 3 – Guidelines

Level 3-4 (450 points)

Program, regulatory and policy guidelines are often broad and nonspecific. The employee uses resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines, to deviate from or extend traditional practices, methods, and techniques or to resolve situations where precedents are not available or not applicable. Judgment and originality are required to (a) correlate theoretical considerations of complex industrial issues, and (b) plan and initiate enforcement actions.

Factor 4 – Complexity

Level 4-5 (325 points)

Work assignments consist of a variety of duties involving non-conventional and complex industrial facilities, often with limited data available as to the type and extent of human threat and environmental contamination. This typically involves resolution of controversial, critical and highly unusual environmental problems with potential to harm public health and the environment. Environmental considerations involve the measurement and control of pollutants, and contain a combination of many complex features where issues and factors to be considered involve major areas of uncertainty in approach and methodology or interpretation and require judgment, creativity, and resourcefulness. The inspection and enforcement processes are also complicated by interaction with state and local political officials and agencies on precedent-setting issues and application of the latest technological advancements resulting in presence of television and print media, and various community and special interest groups. Proposed solutions have highly visible political consequences. The employee serves as environmental advisor in determining new approaches to difficult and extremely complex problems.

Factor 5 - Scope and Effect

Level 5-5 (325 points)

The employee provides expert advice to state, local, or tribal officials, industries, and EPA management on potential impacts of toxic substances and other contaminants, alternative



control technologies, and proper interpretation of EPA policies and guidelines. Interpretations and recommendations of the employee directly affect other national programs, and further development and/or refinement of EPA policy through clarification or revision, and the integrity and adequacy of processes or facilities in large metropolitan areas and/or adjacent rural and urban communities affecting quality of life, public safety, and protection of the environment, and generate interest from federal, state, local officials, environmental groups, and citizens from low-income and underserved communities. Work results also affect the acceptance and understanding of the role, policy, and regulations of the agency and its regional offices.

Factors 6/7 - Personal Contacts/Purpose of Contacts Levels 3c (180 points)

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local governments, tribes, private industry, academia, environmental advocacy groups, public citizens (often from low-income and underserved communities), and in some cases the media and elected officials.

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

Factor 8 - Physical Demands

Level 8-2 (20 points)

The work requires considerable walking, climbing, stooping, bending, and vision and hearing acuity during site inspections. The position requires the use of personal protective equipment such as hard hat, safety glasses, steel-tipped work boots, coveralls, and respirator. During inspections, the employees may be required to carry equipment weighing up to 50 pounds or more.

Factor 9 - Work Environment

Level 9-2 (20 points)

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions, particularly where there is risk of exposure to toxic substances or other pollutants.

TOTAL POINTS: 3320



Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Kristine Karlson	<input checked="" type="checkbox"/>	This position has no extramural resources management responsibilities.
Position Number	...		Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0028-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Enforcement Division 90980320, Dept ID: 0000005449		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	<i>[Signature]</i>	Date	8/6/13
Personnel Specialist's	<i>[Signature]</i>	Date	8/12/2013



Part 1. Contracts Management Duties

Pre-award:	Monitors management and performance of delivery orders/work assignments after award
Plans Procurements	Defines scope of work for work assignments
Estimates Costs	Approves payment requests of ACH drawdowns
Obtains funding commitments	Manages cost-reimbursement contracts
Prepares procurement requests	Reviews invoices
Writes statements of work	Inspects and accepts deliverables
Reviews statements of work	Other (list)
Processes unsolicited proposals	
Responds to pre-award inquiries	
Participates in pre-award conferences	Close-out:
Conducts technical evaluation of proposals	Writes reports on contractor performance, costs, and tasks performed
Participates in debriefing/protests	Reconciles payments with work performance
Other (lists)	Closes-out payments
	Performs cost accounting
Post-award:	Provides assistance to Contracting Officer in settling claims
Prepares delivery orders	Other (list)
Reviews contractor work plans	
Reviews contractor progress reports	
Monitors government-furnished property	Percentage of Time Spent on Contracts Management
Monitors cost, management, and overall technical performance of contract after award	%

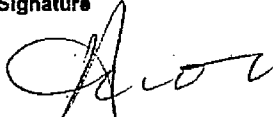
Continued



Part 2. Grants/Cooperative Agreements Duties		Advise Grants Management Office of potential problems/issues	
Pre-application/Application:		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions	
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns	
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments	
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement	
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement	
Negotiates level of funding		Other (list)	
Conducts site visits to evaluate program capability	Close-out:	Certifies deliverables were satisfactory and timely	
Serves as resource to Selection Panel		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Informs applicants of funding decisions		Reconciles payment with work performed	
Other (list)		Notifies recipient of close-out requirements	
Award:		Obtains legal assistance if necessary to resolve incomplete close-out	
Prepares funding package, including Decision Memorandum		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
Obtains concurrences/approvals		Other (list)	
Reviews/concurs in completed document			
Establishes project file		Percentage of Time Spent on Grants/Cooperative Agreements Management	
Other (list)			
Project Management/Administration:			
Monitors recipient's activities and progress			
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
Part 3. Interagency Agreements Duties			
Pre-Agreement:		Monitors cost management and overall technical performance	
Plans and negotiates work effort		Participates in decisions about project modification/termination	
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		Inspects and accepts deliverables	
Prepares commitment notice		Other (list)	
Writes or reviews scope of work			
Responds to pre-agreement inquiries		Close-out:	
Participates in pre-agreement conferences		Reviews final report	
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed	
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
Prepares funding package and obtains necessary concurrences		Certifies deliverables	
Other (list)		Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
Project Management/Administration:			
Reviews progress reports/financial reports		Percentage of Time Spent on Interagency Agreements Management:	

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Seattle, Washington		2. POSITION NUMBER 17452	
CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Environmental Protection Specialist		GS	0028	13	
Official Allocation					
Environmental Protection Specialist					
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE		
Environmental Protection Specialist			Kristine M. Karlson		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Region 10			f.		
c. Office of Compliance & Enforcement			g.		
d. NPDES Compliance Unit			h. EPAYS Organization Code 91043006		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input checked="" type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.					
<input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.					
<input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.					
<input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.					
<input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.					
<input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor		
Kimberly A. Ogle			Michael Busseil		
b. Signature		c. Date	e. Signature		f. Date
		9/30/05			10-4-05
OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. grade: <u> </u>		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to		b. Fair Labor Standards Act	c. Functional Code
				<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	



d. Bargaining Unit Code 295	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()	f. Signature 	g. Date 10-4-05
11. REMARKS: <i>update of duties</i>		10-4-05	

WP 8.0 Version of EPA Form 3150-1(Rev 1/1999)

INSTRUCTIONS

I. ITEMS

- 1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) **POSITION NUMBER:** To be completed by Human Resources Office.
- 3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office.
- 4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) **NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the Immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office.
- 11) **REMARKS:** To be completed by Human Resources Office.

II. ADDITIONAL INSTRUCTIONS

- Type the duties and responsibilities of this position on plain bond paper and attach to this form.
- For specific instructions on how to complete this form, please contact your servicing Human Resources Office.

III. DISTRIBUTION

- Original to official position description file in the Human Resources Office.
- Copy to Official Personnel Folder (OPF)
- Copy to Employee

Environmental Protection Specialist
GS-0028-13

INTRODUCTION:

Incumbent serves as a senior Environmental Protection Specialist in the NPDES Compliance Unit (NCU), Office of Compliance and Enforcement, Region 10 of the Environmental Protection Agency. In this capacity, the incumbent is responsible for evaluating compliance with the Clean Water Act by providing technical support for nationally significant, technically complex, civil and/or criminal proceedings (e.g. City of Portland and Idaho Transportation Department DOJ referral cases) for enforcement of the terms and conditions of NPDES permits and appropriate water related laws, rules, and regulations. The incumbent is also the designated regional expert for storm water compliance and has primary responsibility for ensuring that the Region's national commitments are achieved for the Office of Compliance and Enforcement's (OECA) Storm Water Performance Based National Strategy and EPA's Strategic Plan.

MAJOR DUTIES:

Serves as a senior program expert regarding Region 10's implementation of the OECA Storm Water Performance Based National Strategy, setting annual inspection and enforcement goals and designing regional activities to meet the goals of the strategy; participates in national storm water work groups to develop consistency in the Agency's enforcement actions, including nationally significant enforcement actions; participates in the development of new or revised federal storm water policy, guidance or requirements; designs, evaluates and implements new or innovative methodologies to facilitate compliance by the regulated community with federal and state storm water program requirements. Represents the Agency by collaboratively designing trainings and giving formal presentations to the public and other federal, state and local government groups both regionally and nationally. Provides consultation to other EPA units and seeks input from other units regarding program issues intersecting with Region 10's storm water compliance strategy.

Performs work as a technical specialist conducting inspections, investigating cases of NPDES violation, and/or preparing enforcement actions. As a technical authority, investigates the most complex, nationally significant enforcement cases and prepares enforcement actions, evaluating information to determine appropriate regulatory action and often formulating innovative approaches to solving controversial compliance issues. Serves as a resource and the technical authority in the development and prosecution of enforcement cases. Provides expertise in reviewing reports of inspections or investigations conducted by other regional personnel to determine appropriateness of actions taken. Determines need for and requests personnel to conduct special field inspections of sources identified as potential violators of permit conditions or other applicable laws and regulations. Confers with regional attorneys on the most complex or nationally significant enforcement actions, providing technical data for inclusion in administering orders or consent decrees. Develops technical/legal portions of legal



documents. Provides authoritative guidance, support and oversight of enforcement and compliance activities undertaken by state and/or local governments. Participates in and/or takes the lead in settlement negotiations, providing administrative policy advice to assure appropriate settlements. Independently coordinates all appropriate activities with Office of Regional Council, Operations Offices, State and EPA Headquarters, as appropriate.

Responds to citizen and congressional inquiries regarding compliance and enforcement matters.

Assures all tracking and management information systems are updated and satisfied and reports progress of the Region's work in accomplishing goals of EPA's strategic plan and national wet weather performance based strategies.

Designs and implements preventative (proactive) approaches to more effectively achieve compliance with environmental laws and regulations.

Completes other duties as assigned.

FACTOR 1-7, KNOWLEDGE REQUIRED BY THE POSITION, 1250 pts

Mastery of compliance and enforcement procedures and policies of the Clean Water Act/National Pollution Discharge Elimination System Programs necessary to serve as a technical authority, providing expert advice on the interpretation and implementation of program policy directives for the National Wet Weather priorities in the context of compliance and enforcement activities.

Extensive knowledge of current federal and state statutes, including the Clean Water Act and the National Pollutant Discharge Elimination System (NPDES) program regulations, court decisions, national and regional policy and guidance and utilizes best management practices and principles to solve novel, controversial and traditional compliance problems.

Mastery of national guidance, policy and systems used to identify and address non-compliance for the purpose of investigating and developing enforcement cases, serving as a resource in the development, negotiation and prosecution of enforcement cases.

Highly effective oral and written communication skills are necessary to respond to citizen and congressional inquiries and to interact with a wide variety of headquarters and regional staff and with respondents, defendants and outside agencies in highly sensitive and sometimes adversarial situations, usually in the context of controversial or high-profile compliance actions.

Extensive knowledge of general enforcement procedures as outlined by the Administrative Procedures Act (APA) as well as expertise in applying the principles of



the Enforcement Management System (EMS) and its current revisions to specific compliance problems.

Ability to independently plan and coordinate work assignments, using best professional judgment to solve particularly complex or controversial compliance issues.

FACTOR 2-5, SUPERVISORY CONTROLS, 650 pts

Under limited administrative and technical supervision, incumbent receives work assignments in terms of general objectives and relative priority for completion of work. Assignments also include management or coordination responsibility for specific parts of the unit's workload.

Incumbent has considerable latitude in exercising best professional judgment in selecting and establishing methods for resolving complex problems. Assignments are completed independently. The incumbent is the judge of when to seek technical assistance and advice regarding policy implications, with far-reaching impact, from the supervisor.

The work is seldom reviewed to see that it conforms to established policies and is seldom reviewed by the supervisor for technical accuracy and conformance with objectives of the assignment. Recommendations from incumbent are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities.

FACTOR 3-5, GUIDELINES, 650 pts

Guidelines include Federal laws and state statutes and regulations, agency-wide policies and guidance governing compliance with the NPDES program, the States/EPA Compliance Assurance Agreement, the Enforcement Management System and recent revisions, and PL 92-500.

The incumbent is expected to use initiative, judgment, resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods, and techniques; to adapt general guides; or to resolve situations where precedents are not available.

FACTOR 4-4, COMPLEXITY, 225 pts

Assignments have very complex, controversial, and unconventional features; involve distilling national priorities, goals and objectives into regional application; or involve developing material to supplement and interpret headquarters guidelines.

Decisions on which projects to pursue and the setting of priorities are based on diverse and complex factors including the availability and opinions of internal and external partners, gaps in national focus area, and cost/benefit analysis. The work requires



initiative, creativity and often the development of new methods to foster collaboration and consensus amongst parties with competing needs.

The work requires originating new techniques, establishing criteria, or developing new information.

FACTOR 5-4, SCOPE AND EFFECT, 225 pts

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; or involve delicate coordination or negotiation of major consequence.

Efforts affect policy or decisions, the work of other technical authorities or major aspects of EPA programs at the national level.

FACTOR 6/7-3c, PERSONAL CONTACTS and PURPOSE OF CONTACTS, 180 pts

Personal contacts include a range of professional and administrative personnel throughout the Agency, at other federal agencies, at the state and local government level, in private industry and in academia.

Contacts are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, gaining cooperation with regional strategies and objectives, and resolving problem areas or controversies.

FACTOR 8-2, PHYSICAL DEMANDS, 20 pts

The work is primarily sedentary, although while conducting inspections the work regularly requires some physical exertion such as long periods of standing, walking over rough, uneven or rocky terrain; recurring bending, crouching, stooping, stretching, reaching and recurring moving, and/or lifting and carrying moderately heavy items may be required during field work.

FACTOR 9-2, WORK ENVIRONMENT, 20 pts

The work regularly involves moderate risks or discomforts associated with visiting field sites which require special safety precautions.



Position Evaluation Statement

Proposed Position: Environmental Protection Specialist, GS-0028-13

Current Position Classification and PD#: Environmental Protection Specialist, GS-0028-12, PD# not indicated on Position Description

Location: National Pollutant Discharge Elimination System Compliance Unit, Office of Compliance and Enforcement, (Region 10)
Environmental Protection Agency,
Seattle, Washington

References: PCS Environmental Protection Specialist, GS-0028, TS-133 March 1995.

Incumbent: Kristine Karlson

Background/Introduction: Under a reimbursable contract, the U.S. Environmental Protection Agency obtained the expertise of the U.S. Office of Personnel Management to provide position classification services. These services included: 1) a desk audit of an Environmental Protection Specialist, GS-0028-12 position, (incumbent Kristine Karlson), 2) a interview with the National Pollutant Discharge Elimination Systems (NPDES) Compliance Unit, Program Manager, GS-340-14 (incumbent's supervisor Kimberly Ogle), 3) a comprehensive evaluation statement and recommendation of findings.

The incumbent serves as a senior Environmental Protection Specialist in the NPDES Compliance Unit (NCU), Office of Compliance and Enforcement, Region 10 of the Environmental Protection Agency. The incumbent is responsible for evaluating compliance with the Clean Water Act by providing technical support for nationally significant, technically complex, civil and/or criminal proceeding's involving municipalities, state and federal entities (e.g., City of Portland and Idaho Transportation Department, Department of Justice referral cases) for enforcement of the terms and conditions of NPDES permits and appropriate water laws, rules, and regulations.

The findings and recommendations addressed below are based on the information obtained during the audit, the questionnaire worksheet answers and the current supervisor's interview. In addition, the re-described and current position description of record, were reviewed for comparison and accuracy.



Series and Title Determination:

The result of the audit findings revealed that the incumbent serves as a Compliance Officer responsible for evaluating Administrative Compliance Orders and providing technical support to civil and/or criminal proceedings. The incumbent perform such functions as, however, not limited to: 1) Setting storm water inspection priorities and conducting inspections; 2) Conducting regional and national inspector's training for both EPA and outside agency personnel; 3) As regional technical lead, oversees the work of contractors conducting storm water inspections; 4) Evaluates contentious policies and their implications for nationally significant cases, and networks with other national experts to set agency direction in Combined Sewer Overflows (CSO) and storm water sectors; and 5) Provides guidance to unit on storm water and CSO issues and mentors new employees

The purpose of the position is to ensure that the NPDES, Office of Compliance and Enforcement's succeeds in meeting the commitments of all the National Wet Weather Performance Based Strategies and, in particular, the commitments for Storm Water Strategy. The work requires that the incumbent perform as a technical specialist conducting inspections, investigating cases of NPDES violation, and/or preparing enforcement actions, evaluating information to determine appropriate regulatory action and often formulating innovative approaches to solving controversial compliance issues.

To perform the foregoing functions, the work requires knowledge of the program principles and procedures applicable to a wide range of duties associated with the compliance and enforcement of Clean Water Act and Construction General Permit. High level skills are needed in nationally significant enforcement cases and settlement negotiations in controversial, high-profile, multi-year cases. Specific knowledge of political and legal implications of agency actions; excellent oral and written communication skills, and the knowledge of wastewater treatment processes and storm water construction sites, best management practices, and excellent organizational skills are required. Also, providing compliance assistance to callers, industry groups and those inspected, by developing, presenting and distributing outreach materials and explaining NPDES requirements.

As stated in the PCS Environmental Protection Specialist, GS-0028, TS-133 March 1995, all Federal agencies are required to comply with federal, state, local and host nation environmental laws and regulations, and relevant Executive Orders. Regulatory agencies, principal among which is the Environmental Protection Agency, are responsible for rulemaking, monitoring, compliance, and enforcement activities affecting both public and private organizations and for managing and overseeing programs conducted by States and other entities through program delegations (e.g., contracts, grants, cooperative agreements, etc.). As described in this standard, the incumbent of this position meets the definition described under Compliance and Enforcement, which states that the work involves evaluating and securing compliance with environmental laws and programs through permitting, self assessments audits, inspections, investigations, and enforcement



and corrective action activities. Therefore, considering the foregoing, the position best conforms to the Environmental Protection Specialist Series, GS-0028. The basic title for all non-supervisory positions in this series is Environmental Protection expert.

Grade Level Determination:

See attached evaluation in the Factor Evaluation System (FES) format.

Final Recommended Classification:

Environmental Protection Specialist, GS-0028-13



POSITION EVALUATION STATEMENT -- FES

Organization: U.S. Environmental Protection Agency National Pollutant Discharge Elimination Systems (NPDES) Compliance Unit, Office of Compliance and Enforcement, Region 10 of the Environmental Protection Agency, Seattle Washington.

Title: Environmental Protection Specialist

Series and Grade: GS-0028-13

Evaluation Factors	Points Assigned	Standard Used (BMK#, FL#, etc.)	Comments
1. Knowledge Required by the Position	1250	Level 1-7	The work requires specific knowledge and understanding of EPA-NPDES permits, enforcement actions, evidence needed to establish jurisdiction, detailed knowledge of Clean Water Act and Construction General Permit. Knowledge of political and legal implications of agency actions; highly effective oral and written communication skills is required. Mastery of compliance and enforcement procedures and policies serving as a technical authority, providing expert advice on the interpretation and implementation of program policy directives for the National Wet Weather is also required including investigating and preparing complex cases of environmental violations and negotiates settlements or pursues enforcement actions. Lead and/or participate in national and regional policy discussions, review proposed permits and press releases. NOTE: As required to meet FL 1-8, the incumbent must be an expert in developing agency options for regulatory framework and strategy for new national programs; drafting complex rulemaking notices and securing concurrence of affected Federal agencies and offices; evaluating regulatory implementation by regions, State and local agencies, and in private sectors. In addition, at this level the position requires that the incumbent have comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency environmental programs (e.g., developing and maintaining an agency wide environmental management information system, developing agency guidelines governing environmental operations, analyzing major programs and proposing legislation with respect to agency's program goals and objectives, advising agency officials and personnel at all levels on various aspects of environmental program management. These duties are beyond the scope of the incumbent's responsibility.
2. Supervisory Controls	650	Level 2-5	The incumbent has considerable latitude in exercising professional judgment in selecting and establishing meth

			for resolving complex problems. The incumbent under limited administrative and technical supervision receives work assignments in terms of general objectives and relative priority completion of work. General deadlines, schedules, and projects are developed by the incumbent to accomplish the timeline to complete the project. The incumbent determines methods and approaches to be used, independently plans and executes work assignments, keeps the supervisor informed of major or controversial issues, and provides recommendations on resolution of any major issues. The incumbent exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Decisions, recommendations, and completed work are accepted as technically sound without in-depth supervisory review. Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change.
3. Guidelines	650	Level 3-5	Guidelines include, but are not limited to federal and state laws, policies, codes, regulations, Executive Orders, internal enforcement procedures, national program and penalty policies, national enforcement guidelines, which require extensive interpretation, considerable independent judgment, and ingenuity to be adapted to a wide variety of unique and complex environmental programs. In many areas, there are no guidelines, and the incumbent must exercise initiative, innovative judgment, and rely upon experience in anticipating and resolving major problem areas, developing guidance, and in making immediate decisions where unusual or controversial issues are involved. The incumbent may be required to work with other agencies to develop new techniques and approaches based on current or new trends in the field.
4. Complexity	225	Level 4-4	Assignments involve very complex, controversial, and unconventional features; involve distilling national priorities, goals and objectives into regional application; or involve developing material to supplement and interpret headquarters guidance. The work involves case development, review and prioritize and enforcement compliance monitoring, policy review and communication, and contract oversight. Other complications involve that of public interest, fueled by environmental groups. Therefore, the incumbent's work is subject to close public scrutiny. The incumbent may also have to defend the agency Clean and Safe Water case decisions in federal courts. This requires effective integration of a broad range of technical disciplines and program planning, as well as proactive planning to meet agency needs. Note: Although the position meets some aspects of level 4-5, it falls short on the requirement that assignments include a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a



			number of facilities, sites, and programs.
5. Scope and Effect	225	Level 5-4	The purpose of the work is to serve as a technical author and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; or delicate coordination or negotiation of major consequence. Recommendations often result in orders which require significant capital expenditures by a permittee and civil penalties and/or injunctions. Therefore, the incumbent participates in negotiations with high-level corporate, municipal, or legal officials and must be able to communicate the agency's position on a particular enforcement matter. The incumbent develops and currently implements the regional storm water compliance strategy, and develops other wet weather cases in support of national priorities to protect water quality. This work directly influences the effectiveness and acceptability of the program. NOTE: The position falls short of FL 5-5 where the purpose of the position is to plan and carry out major environmental projects and/or programs. The work involves determining the soundness of agency wide programs and plans; developing and establishing new approaches and methods for use of operating personnel; resolving problems that are critical and affect a large segment of the regulated community.
6. Personal Contacts	110	3	Personal contact includes EPA attorneys, DOJ attorneys, other compliance officers, permit writer's, water quality standards and TMDL Staff, Assistance Administrators, Directors and Branch Chiefs (at headquarters), regional administrators, industry groups, private contracts, and local citizens. Contacts are for the purpose of collecting information exchanging information between compliance officers, defending proposed approaches, and negotiating settlement of differences.
7. Purpose of Contacts	180	C	Contacts are for the purpose of collecting information exchanging information between compliance officers, defending proposed approaches, and negotiating settlement of differences. Contacts also are to assure compliance of legal and regulatory mandates through monitoring efforts, dialogs, or reports of problems or issues. Also, contacts are required to reach agreements cooperatively on objectives and operational approaches and to stimulate technical exchanges. Contacts may involve uncooperative or angry individuals or groups. In such situations, issues are resolved by using negotiation and expert communication tactics.
8. Physical Demands	20	Level 8-2	Work is primarily sedentary, although while conducting inspections, the work regularly requires some physical exertion such as long periods of standing, walking over rough, uneven or rocky terrain; recurring bending, crouching, stooping, stretching, reaching and recurring moving, and/or lifting and carrying moderately heavy items may be required during field work.
9. Work Environment	20	Level 9-2	Work regularly involves moderate risks or discomforts associated with visiting field sites which require special



			safety precautions.
10. Total Points	3330		

Total Points: 3330 (GS-13 range = 3155 - 3600)

Grade Conversion: GS-13

Rachelle Booth
USOPM
09/15/05



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Seattle, Washington		2. POSITION NUMBER 17452	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
b. Title Environmental Protection Specialist		c. Service GS	d. Series 0028	e. Grade 13	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	13	
4. SUPERVISOR'S RECOMMENDATION					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Environmental Protection Specialist			6. NAME OF EMPLOYEE Kristine M. Karlson		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
b. Region 10			f.		
c. Office of Compliance & Enforcement			g.		
d. NPDES Compliance Unit			h. EPAYS Organization Code 91043006		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<p>— [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.</p> <p>— [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.</p> <p>— [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.</p> <p>— [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.</p> <p>— [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.</p> <p>* [N] None of the above applies. This is a non-supervisory/non-managerial position.</p>					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kimberly A. Ogle		d. Typed Name and Title of Second-Level Supervisor Michael Bussell			
b. Signature <i>Kimberly A. Ogle</i>		c. Date 9/30/05	e. Signature <i>Michael Bussell</i>		f. Date 10-4-05
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential.		<input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
grade: _				c. Functional Code	

d. Bargaining Unit Code 0095	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing ()	f. Signature	g. Date
11. REMARKS.			

WP 8.0 Version of EPA Form 3150-1 (Rev 1/1999)

INSTRUCTIONS

I. ITEMS

1) **DUTY LOCATION:** Show the geographical location of the position, e.g., Washington, D.C., New York, NY, etc.

2) **POSITION NUMBER:** To be completed by Human Resources Office.

3) **CLASSIFICATION ACTION:** To be completed by Human Resources Office.

4) **SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.

5) **ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.

6) **NAME:** Name of Employee. If vacant, indicate "vacancy."

7) **ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.

8) **SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.

9) **SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).

10) **OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office.

11) **REMARKS:** To be completed by Human Resources Office.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your servicing Human Resources Office.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Environmental Protection Specialist
GS-0028-13

INTRODUCTION:

Incumbent serves as a senior Environmental Protection Specialist in the NPDES Compliance Unit (NCU), Office of Compliance and Enforcement, Region 10 of the Environmental Protection Agency. In this capacity, the incumbent is responsible for evaluating compliance with the Clean Water Act by providing technical support for nationally significant, technically complex, civil and/or criminal proceedings (e.g. City of Portland and Idaho Transportation Department DOJ referral cases) for enforcement of the terms and conditions of NPDES permits and appropriate water related laws, rules, and regulations. The incumbent is also the designated regional expert for storm water compliance and has primary responsibility for ensuring that the Region's national commitments are achieved for the Office of Compliance and Enforcement's (OECA) Storm Water Performance Based National Strategy and EPA's Strategic Plan.

MAJOR DUTIES:

Serves as a senior program expert regarding Region 10's implementation of the OECA Storm Water Performance Based National Strategy, setting annual inspection and enforcement goals and designing regional activities to meet the goals of the strategy; participates in national storm water work groups to develop consistency in the Agency's enforcement actions, including nationally significant enforcement actions; participates in the development of new or revised federal storm water policy, guidance or requirements; designs, evaluates and implements new or innovative methodologies to facilitate compliance by the regulated community with federal and state storm water program requirements. Represents the Agency by collaboratively designing trainings and giving formal presentations to the public and other federal, state and local government groups both regionally and nationally. Provides consultation to other EPA units and seeks input from other units regarding program issues intersecting with Region 10's storm water compliance strategy.

Performs work as a technical specialist conducting inspections, investigating cases of NPDES violation, and/or preparing enforcement actions. As a technical authority, investigates the most complex, nationally significant enforcement cases and prepares enforcement actions, evaluating information to determine appropriate regulatory action and often formulating innovative approaches to solving controversial compliance issues. Serves as a resource and the technical authority in the development and prosecution of enforcement cases. Provides expertise in reviewing reports of inspections or investigations conducted by other regional personnel to determine appropriateness of actions taken. Determines need for and requests personnel to conduct special field inspections of sources identified as potential violators of permit conditions or other applicable laws and regulations. Confers with regional attorneys on the most complex or nationally significant enforcement actions, providing technical data for inclusion in administering orders or consent decrees. Develops technical/legal portions of legal

documents. Provides authoritative guidance, support and oversight of enforcement and compliance activities undertaken by state and/or local governments. Participates in and/or takes the lead in settlement negotiations, providing administrative policy advice to assure appropriate settlements. Independently coordinates all appropriate activities with Office of Regional Council, Operations Offices, State and EPA Headquarters, as appropriate.

Responds to citizen and congressional inquiries regarding compliance and enforcement matters.

Assures all tracking and management information systems are updated and satisfied and reports progress of the Region's work in accomplishing goals of EPA's strategic plan and national wet weather performance based strategies.

Designs and implements preventative (proactive) approaches to more effectively achieve compliance with environmental laws and regulations.

Completes other duties as assigned.

FACTOR 1-7, KNOWLEDGE REQUIRED BY THE POSITION, 1250 pts

Mastery of compliance and enforcement procedures and policies of the Clean Water Act/National Pollution Discharge Elimination System Programs necessary to serve as a technical authority, providing expert advice on the interpretation and implementation of program policy directives for the National Wet Weather priorities in the context of compliance and enforcement activities.

Extensive knowledge of current federal and state statutes, including the Clean Water Act and the National Pollutant Discharge Elimination System (NPDES) program regulations, court decisions, national and regional policy and guidance and utilizes best management practices and principles to solve novel, controversial and traditional compliance problems.

Mastery of national guidance, policy and systems used to identify and address non-compliance for the purpose of investigating and developing enforcement cases, serving as a resource in the development, negotiation and prosecution of enforcement cases.

Highly effective oral and written communication skills are necessary to respond to citizen and congressional inquiries and to interact with a wide variety of headquarters and regional staff and with respondents, defendants and outside agencies in highly sensitive and sometimes adversarial situations, usually in the context of controversial or high-profile compliance actions.

Extensive knowledge of general enforcement procedures as outlined by the Administrative Procedures Act (APA) as well as expertise in applying the principles of

the Enforcement Management System (EMS) and its current revisions to specific compliance problems.

Ability to independently plan and coordinate work assignments, using best professional judgment to solve particularly complex or controversial compliance issues.

FACTOR 2-5, SUPERVISORY CONTROLS, 650 pts

Under limited administrative and technical supervision, incumbent receives work assignments in terms of general objectives and relative priority for completion of work. Assignments also include management or coordination responsibility for specific parts of the unit's workload.

Incumbent has considerable latitude in exercising best professional judgment in selecting and establishing methods for resolving complex problems. Assignments are completed independently. The incumbent is the judge of when to seek technical assistance and advice regarding policy implications, with far-reaching impact, from the supervisor.

The work is seldom reviewed to see that it conforms to established policies and is seldom reviewed by the supervisor for technical accuracy and conformance with objectives of the assignment. Recommendations from incumbent are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities.

FACTOR 3-5, GUIDELINES, 650 pts

Guidelines include Federal laws and state statutes and regulations, agency-wide policies and guidance governing compliance with the NPDES program, the States/EPA Compliance Assurance Agreement, the Enforcement Management System and recent revisions, and PL 92-500.

The incumbent is expected to use initiative, judgment, resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods, and techniques; to adapt general guides; or to resolve situations where precedents are not available.

FACTOR 4-4, COMPLEXITY, 225 pts

Assignments have very complex, controversial, and unconventional features; involve distilling national priorities, goals and objectives into regional application; or involve developing material to supplement and interpret headquarters guidelines.

Decisions on which projects to pursue and the setting of priorities are based on diverse and complex factors including the availability and opinions of internal and external partners, gaps in national focus area, and cost/benefit analysis. The work requires

initiative, creativity and often the development of new methods to foster collaboration and consensus amongst parties with competing needs.

The work requires originating new techniques, establishing criteria, or developing new information.

FACTOR 5-4, SCOPE AND EFFECT, 225 pts

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; or involve delicate coordination or negotiation of major consequence.

Efforts affect policy or decisions, the work of other technical authorities or major aspects of EPA programs at the national level.

FACTOR 6/7-3c, PERSONAL CONTACTS and PURPOSE OF CONTACTS, 180 pts

Personal contacts include a range of professional and administrative personnel throughout the Agency, at other federal agencies, at the state and local government level, in private industry and in academia.

Contacts are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, gaining cooperation with regional strategies and objectives, and resolving problem areas or controversies.

FACTOR 8-2, PHYSICAL DEMANDS, 20 pts

The work is primarily sedentary, although while conducting inspections the work regularly requires some physical exertion such as long periods of standing, walking over rough, uneven or rocky terrain; recurring bending, crouching, stooping, stretching, reaching and recurring moving, and/or lifting and carrying moderately heavy items may be required during field work.

FACTOR 9-2, WORK ENVIRONMENT, 20 pts

The work regularly involves moderate risks or discomforts associated with visiting field sites which require special safety precautions.

Position Evaluation Statement

Proposed Position: Environmental Protection Specialist, GS-0028-13.

Current Position Classification and PD#: Environmental Protection Specialist, GS-0028-12, PD# not indicated on Position Description

Location: National Pollutant Discharge Elimination System Compliance Unit, Office of Compliance and Enforcement, (Region 10)
Environmental Protection Agency,
Seattle, Washington

References: PCS Environmental Protection Specialist, GS-0028, TS-133 March 1995.

Incumbent: Kristine Karlson

Background/Introduction: Under a reimbursable contract, the U.S. Environmental Protection Agency obtained the expertise of the U.S. Office of Personnel Management to provide position classification services. These services included: 1) a desk audit of an Environmental Protection Specialist, GS-0028-12 position, (incumbent Kristine Karlson), 2) a interview with the National Pollutant Discharge Elimination Systems (NPDES) Compliance Unit, Program Manager, GS-340-14 (incumbent's supervisor Kimberly Ogle), 3) a comprehensive evaluation statement and recommendation of findings.

The incumbent serves as a senior Environmental Protection Specialist in the NPDES Compliance Unit (NCU), Office of Compliance and Enforcement, Region 10 of the Environmental Protection Agency. The incumbent is responsible for evaluating compliance with the Clean Water Act by providing technical support for nationally significant, technically complex, civil and/or criminal proceeding's involving municipalities, state and federal entities (e.g., City of Portland and Idaho Transportation Department, Department of Justice referral cases) for enforcement of the terms and conditions of NPDES permits and appropriate water laws, rules, and regulations.

The findings and recommendations addressed below are based on the information obtained during the audit, the questionnaire worksheet answers and the current supervisor's interview. In addition, the re-described and current position description of record, were reviewed for comparison and accuracy.

Series and Title Determination:

The result of the audit findings revealed that the incumbent serves as a Compliance Officer responsible for evaluating Administrative Compliance Orders and providing technical support to civil and/or criminal proceedings. The incumbent perform such functions as, however, not limited to: 1) Setting storm water inspection priorities and conducting inspections; 2) Conducting regional and national inspector's training for both EPA and outside agency personnel; 3) As regional technical lead, oversees the work of contractors conducting storm water inspections; 4) Evaluates contentious policies and their implications for nationally significant cases, and networks with other national experts to set agency direction in Combined Sewer Overflows (CSO) and storm water sectors; and 5) Provides guidance to unit on storm water and CSO issues and mentors new employees

The purpose of the position is to ensure that the NPDES, Office of Compliance and Enforcement's succeeds in meeting the commitments of all the National Wet Weather Performance Based Strategies and, in particular, the commitments for Storm Water Strategy. The work requires that the incumbent perform as a technical specialist conducting inspections, investigating cases of NPDES violation, and/or preparing enforcement actions, evaluating information to determine appropriate regulatory action and often formulating innovative approaches to solving controversial compliance issues.

To perform the foregoing functions, the work requires knowledge of the program principles and procedures applicable to a wide range of duties associated with the compliance and enforcement of Clean Water Act and Construction General Permit. High level skills are needed in nationally significant enforcement cases and settlement negotiations in controversial, high-profile, multi-year cases. Specific knowledge of political and legal implications of agency actions; excellent oral and written communication skills, and the knowledge of wastewater treatment processes and storm water construction sites, best management practices, and excellent organizational skills are required. Also, providing compliance assistance to callers, industry groups and those inspected, by developing, presenting and distributing outreach materials and explaining NPDES requirements.

As stated in the PCS Environmental Protection Specialist, GS-0028, TS-133 March 1995, all Federal agencies are required to comply with federal, state, local and host nation environmental laws and regulations, and relevant Executive Orders. Regulatory agencies, principal among which is the Environmental Protection Agency, are responsible for rulemaking, monitoring, compliance, and enforcement activities affecting both public and private organizations and for managing and overseeing programs conducted by States and other entities through program delegations (e.g., contracts, grants, cooperative agreements, etc.). As described in this standard, the incumbent of this position meets the definition described under Compliance and Enforcement, which states that the work involves evaluating and securing compliance with environmental laws and programs through permitting, self assessments audits, inspections, investigations, and enforcement

and corrective action activities. Therefore, considering the foregoing, the position best conforms to the Environmental Protection Specialist Series, GS-0028. The basic title for all non-supervisory positions in this series is Environmental Protection expert.

Grade Level Determination:

See attached evaluation in the Factor Evaluation System (FES) format.

Final Recommended Classification:

Environmental Protection Specialist, GS-0028-13



POSITION EVALUATION STATEMENT – FES

Organization: U.S. Environmental Protection Agency National Pollutant Discharge Elimination Systems (NPDES) Compliance Unit, Office of Compliance and Enforcement, Region 10 of the Environmental Protection Agency, Seattle Washington.

Title: Environmental Protection Specialist

Series and Grade: GS-0028-13

Evaluation Factors	Points Assigned	Standard Used (BMK#, FL#, etc.)	Comments
1. Knowledge Required by the Position	1250	Level 1-7	The work requires specific knowledge and understanding of EPA-NPDES permits, enforcement actions, evidence needed to establish jurisdiction, detailed knowledge of Clean Water Act and Construction General Permit. Knowledge of political and legal implications of agency actions; highly effective oral and written communication skills is required. Mastery of compliance and enforcement procedures and policies serving as a technical authority, providing expert advice on the interpretation and implementation of program policy directives for the National Wet Weather is also required including investigating and preparing complex cases of environmental violations and negotiates settlements or pursues enforcement actions. Lead and/or participate in national and regional policy discussions, review proposed permits and press releases. NOTE: As required to meet FL 1-8, the incumbent must be an expert in developing agency options for regulatory framework and strategy for new national programs; drafting complex rulemaking notices and securing concurrence of affected Federal agencies and offices; evaluating regulatory implementation by regions, State and local agencies, and in private sectors. In addition, at this level the position requires that the incumbent have comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency environmental programs (e.g., developing and maintaining an agency wide environmental management information system, developing agency guidelines governing environmental operations, analyzing major programs and proposing legislation with respect to agency's program goals and objectives, advising agency officials and personnel at all levels on various aspects of environmental program management. These duties are beyond the scope of the incumbent's responsibility.
2. Supervisory Controls	650	Level 2-5	The incumbent has considerable latitude in exercising best professional judgment in selecting and establishing methods

			for resolving complex problems. The incumbent under limited administrative and technical supervision receives work assignments in terms of general objectives and relative priority completion of work. General deadlines, schedules, and projects are developed by the incumbent to accomplish the timeline to complete the project. The incumbent determines methods and approaches to be used, independently plans and executes work assignments, keeps the supervisor informed of major or controversial issues, and provides recommendations on resolution of any major issues. The incumbent exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies. Decisions, recommendations, and completed work are accepted as technically sound without in-depth supervisory review. Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change.
3. Guidelines	650	Level 3-5	Guidelines include, but are not limited to federal and state laws, policies, codes, regulations, Executive Orders, internal enforcement procedures, national program and penalty policies, national enforcement guidelines, which require extensive interpretation, considerable independent judgment, and ingenuity to be adapted to a wide variety of unique and complex environmental programs. In many areas, there are no guidelines, and the incumbent must exercise initiative, innovative judgment, and rely upon experience in anticipating and resolving major problem areas, developing guidance, and in making immediate decisions where unusual or controversial issues are involved. The incumbent may be required to work with other agencies to develop new techniques and approaches based on current or new trends in the field.
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			number of facilities, sites, and programs.
5. Scope and Effect	225	Level 5-4	The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; or delicate coordination or negotiation of major consequence. Recommendations often result in orders which require significant capital expenditures by a permittee and civil penalties and/or injunctions. Therefore, the incumbent participates in negotiations with high-level corporate, municipal, or legal officials and must be able to communicate the agency's position on a particular enforcement matter. The incumbent develops and currently implements the regional storm water compliance strategy, and develops other wet weather cases in support of national priorities to protect water quality. This work directly influences the effectiveness and acceptability of the program. NOTE: The position falls short of FL 5-5 where the purpose of the position is to plan and carry out major environmental projects and/or programs. The work involves determining the soundness of agency wide programs and plans; developing and establishing new approaches and methods for use of operating personnel; resolving problems that are critical and affect a large segment of the regulated community.
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9. Work Environment	20	Level 9-2	Work regularly involves moderate risks or discomforts associated with visiting field sites which require special.

10. Total Points	3330		safety precautions.
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Total Points: 3330 (GS-13 range = 3155 - 3600)

Grade Conversion: GS-13

Rachelle Booth
USOPM
09/15/05



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Anchorage, AK or Seattle, WA		2. POSITION NUMBER #00017135	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position GS301 TS 34 1179 AA66 TS-98-8100 Intro to Class. App. 3 Primary Standard B-10786					
Official Allocation	b. Title Program Manager, Oil & Gas Sector	c. Pay Plan GS	d. Series 301	e. Grade 14	f. CLC 001
4. Supervisor's Recommendation	Program Manager, Oil & Gas Sector	GS	0301	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Oil & Gas Sector Manager		6. NAME OF EMPLOYEE Hanh Shaw			
7. ORGANIZATION (Give complete organizational breakdown)		e. Alaska Office			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 10, Seattle		g.			
c. Office of the Executive		h. Employing Office Location Seattle, WA			
d. Immediate Office		i. Organization Code 91011100			
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [1] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part 1 of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Dianne Soderlund, Director, Alaska Operations Office		d. Typed Name and Title of Second-Level Supervisor			
b. Signature 	c. Date 10/14/11	e. Signature		f. Date	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 66	
g. Bargaining Unit Code 0095	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (____ % of time) <input type="checkbox"/> This position is subject to random drug testing (____)		i. Classifier's Signature 		j. Date 11/9/11
11. REMARKS					

Oil and Gas Program Manager
GS-301-14

Incumbent is assigned lead responsibility for Region 10's work in Alaska related to the Oil and Gas Sector.

CORE DUTY STATEMENT:

Serves as a senior advisor to the Director, Alaska Operations Office and the Executive Team to facilitate Alaska oil and gas work. Establishes and leads a cross-program interdisciplinary team to identify and plan the work, obtain necessary resources, and ensure that the Region meets its commitments on time and at a high quality. Provides relevant expertise and information to interested parties internal and external to EPA.

MAJOR DUTIES:

This work involves serving as the Program Manager for the Region 10 Alaska Oil & Gas Sector team.

1. Ensures that EPA Region 10's Alaska oil and gas sector work is identified, prioritized and that critical path time line for work completion is prepared and is clearly understood by the Executive Team and other regional staff. This work involves developing and implementing strategies, as necessary, regarding Alaska Oil & Gas work, and requires developing and maintaining effective working relationships with all EPA managers who supervise oil & gas sector staff in Anchorage and Seattle.
2. This position requires forecasting regional program resource needs for existing and future Alaska Oil & Gas agency work. Supports acquisition of resources necessary to fulfill EPA responsibilities regarding Alaska oil and gas sector work and manages Alaska Resource Extraction Budget, including contract and travel funds and distribution for Region 10 Alaska and Seattle travel. Includes establishing, implementing, and revision of funding protocols.
3. Manages, directs, and reviews the activities of the Region 10 Alaska Oil & Gas Sector. Based on knowledge of EPA programs and Region 10 functions and their inter-relationships, implements procedures designed to assist EPA Oil & Gas staff in partnering with state and federal programs to support Oil & Gas decision making. Identifies problems and expedites their resolution affecting environmental programs within Alaska. Within overall goals and objectives established by the RA/DRA, and AOO Director, plans work and set priorities.
4. The work involves technical and policy guidance, permitting, inspection, and enforcement activities concerning Alaska Oil & Gas agency work, including major actions in the Outer Continental Shelf of national significance. The focus of the work is coordinating and expediting agency actions and meeting agency responsibilities for protection of human health and the environment.
5. Performs work relating to the development and implementation of guidance and policy to address Tribal government to government concerns and issues. Ensures appropriate consultation with tribal governments regarding oil and gas issues.



6. Establishes and maintains strong working relationships with federal, state, and local agencies and tribal governments pertaining to all Region 10 Alaska Oil and Gas program work. Recommends plans, objectives, and permitting decision to achieve environmental protection goals in oil & gas geographic areas.

7. Represents EPA and/or supports AOO Director or RA/DRA at state, tribal and federal meetings and conferences and before citizen and industry groups on oil & gas issues. Provides authoritative information and delivers speeches to bring about understanding of and cooperative compliance with federal laws regarding oil & gas exploration, development, and production.

8. Reviews recommendations and comments furnished by federal, state, tribal, and local governments concerning oil & gas programs and provides advice to ET members from unique Alaska perspective. Keeps informed on inter-media EPA oil & gas issues in which the state and regional office are concerned. Keeps the RA/DRA and AOO Director apprised of significant developments, and as needed represents them on key programmatic matters.

9. Environmental justice incorporates the concept that people of all races, cultures, incomes, and educational levels should receive fair treatment with respect to the development and enforcement of environmental laws, regulations, and policies. The work pertains to the impact of environmental risks, programs, regulations, and legislation on socio-economically disadvantaged communities. Responsibilities include carrying out programs, policies, and activities that substantially affect human health or the environment in a manner that ensures that they do not have the effect of excluding communities and populations from participation in, denying persons the benefits of, or subjecting persons to discrimination under, such programs, policies, and activities because of their race, national origin, or income. This ensures that all citizens are protected from disproportionate exposure to environmental hazards.

10. Represents the Region in policy-level discussions regarding Alaska oil and gas issues, both internally and with external partners. Identifies information needs and policy gaps for senior interagency workgroup pursuant to EO 13580.

Factor 1-8: KNOWLEDGE REQUIRED BY THE POSITION, 1550 points

Mastery of program principles, concepts, practices, methods, and techniques to apply new developments and theories to major problems not susceptible to treatment by accepted methods. Expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rule making processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs.

Mastery of a range of specialized areas to originate concepts and effect new developments applicable to emerging functions of national magnitude and with long-term purposes.

Recognized as a national expert in the specialized area of environmental management.



Mastery of organizational goals consistent with Region 10's vision and mission to evaluate extensive, complex, and often conflicting information to make recommendations and/or decisions on appropriate courses of action.

Factor 2-5: SUPERVISORY CONTROLS, 650 points

The Director, Alaska Operations Office, makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As a recognized authority in a program or functional area, the Oil and Gas Program Manager has complete responsibility and authority to plan, design, schedule, and carry out major programs, projects, studies, or other work independently. The program manager typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3-5: GUIDELINES, 650 points

Guidelines consist of broadly stated/nonspecific policy statements, statutes, court decisions, etc., that require extensive interpretation. The Oil and Gas Program Manager uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside of the employing agency (e.g. technical experts, line managers, or contractors in other offices or agencies, State and local governments, or private industry). Reviews proposed legislation or regulations that would significantly change the basic character of agency programs or the way it conducts its business with other agencies or with the public or private industry. Develops major program guidance for use by others at subordinate echelons in the organization. Is recognized as an authority in the development and/or interpretation of guidance on environmental planning and administration for the Alaska Oil and Gas program.

Factor 4-5: COMPLEXITY, 325 points

The work is characterized by broad and intensive efforts involving several kinds of unprecedented problems, where the controlling theory and practices are largely undefined, or where the environmental methods and practices are in a state of development or are extensively affected by advances in technology.

Projects involve the full range of situations pertinent to the environmental program area of the position, requiring the development of new or refined methods and application of advanced technology. They may be of such scope and complexity that they require supportive, related projects.

The Program Manager's actions may alter or establish standard concepts, theories, objectives, or previously established practices or policies of national scope in the program area encompassed by the position, or may resolve previously unyielding problems.



Factor 5-6: SCOPE AND EFFECT, 450 points

The purpose of the work is to plan, develop, and execute a major environmental program, the Alaska Oil and Gas Sector program, for the agency which is of national scope and significance. The program manager serves as an expert or consultant to top-level managers within the organization and/or to a broad consortium of experts and special interest groups who are seeking critical evaluations on problems that require long-range solutions.

Actions and recommendations affect broad agency policies, programs, and legislative proposals, or have an equivalent effect on other environmentally oriented agencies and organizations on a continuing basis.

Factor 6-3: PERSONAL CONTACTS, 60 points

The persons contacted include persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public actions groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

Factor 7-3: PURPOSE OF CONTACTS, 120 points

Contacts are for the purpose of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, and resolving problem areas or controversies. Potential for fundamentally different perspectives on central issues requires greater initiative, skill and persistence in maintaining good working relationships.

Factor 8-1: PHYSICAL DEMANDS, 5 points

The work is primarily sedentary, although some walking, bending, and lifting may be required during field work.

Factor 9-1: WORK ENVIRONMENT, 5 points

Work is generally performed in an office setting although some field visits may be necessary.

Total Points: 3805



FES Evaluation Statement

The following evaluation is based on the assumption that the duties and factor levels as stated in the PD are true and accurate as signed and certified by the immediate supervisor, Dianne Soderlund, Director, Immediate Office, Office of the Executive, Region 10.

TITLE: Program Manager (Oil & Gas Sector)	SERIES: GS-0301	GRADE: 14
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ORGANIZATION: R10/OE/Alaska Office

CLASSIFIER:

DATE: 11/7/11

REFERENCES: GS-301 Series Description, TS-34, 1/79; Administrative Analysis Grade Evaluation Guide, TS-98/8/90; Introduction to Position Classification, Appendix 3, Primary Standard, TS-107, 8/91; TS-134, 7/95.

SERIES: Position performs two-grade administrative work for which there is no specialized series.

EVALUATION FACTORS	FLDS/POINTS	COMMENTS
1. Knowledge Required	1-8 1550 Pts	Mastery of principles, theories, and practices of Alaskan oil and gas sector issues, to serve as an authority in extending existing approaches and applying new developments to investigate critical problems or in making decisions and recommendations which significantly change, interpret, or develop important public programs. Skill in planning, coordinating on oil and gas program matters; policy development; and leading effective teams and workgroup.
2. Supervisory Controls	2-5 650 Pts	Incumbent is a "recognized authority" on how to get the project done and is given almost unlimited authority to get the work done. Receives the assignment only in terms of a broadly-defined outcome and otherwise operates with almost total autonomy, only consulting the supervisor when major conflicts arise. The incumbent's decisions are normally accepted without change. Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field.
3. Guidelines	3-5 650 Pts	Guidelines are broad and nonspecific such as policy statements and basic legislation which require extensive interpretation. Incumbent uses resourcefulness and perception to develop and interpret guidelines. Incumbent is recognized as a national technical authority/expert in the oil and gas sector program.
4. Complexity	4-5 325 Pts	Assignments involve broad and intensive efforts resolving several kinds of unprecedented problems. Projects involve developing new or refined methods and application of advanced technology; some of which may be of such scope and complexity they require supportive, related projects. Incumbent's actions may alter or establish standard concepts, theories, objectives, or previously established



		practices or policies of national scope in the program area encompassed by the position, or may resolve previously unyielding problems.
5. Scope & Effect	5-5 325 Pts	The purpose of the work is to plan, develop and execute a major environmental program of national scope and significance; the Alaska Oil and Gas Sector program. Incumbent serves as an expert or consultant to top level managers within the organization and/or to a broad consortium of experts and special interest groups who are seeking critical evaluations on problems that require long-range solutions. The incumbent's actions and recommendations affect broad agency policies, programs, and legislative proposals, or have an equivalent effect on other environmentally oriented agencies and organizations on a continuing basis.
6. Personal Contacts	6-3 see #7	Contacts include s persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials, or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad hoc basis.
7. Purpose of Contacts	7-c 180 Pts	The purpose of contacts is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiate settlement of differences, and resolve problems areas or controversies. Potential for fundamentally different perspectives on central issues requires greater initiative, skill and persistence in maintaining good working relationships.
8. Physical Demands	8-1 5 Pts	The work is primarily sedentary, although some walking, bending, and lifting may be required during field work.
9. Work Environment	9-1 5 Pts	The work is performed in an office setting although some field visits may be necessary.
Total Points:	3690 Points	Conversion: 3605-4050 = GS-14

Special Remarks:



United States Environmental Protection Agency
POSITION DESCRIPTION COVERSHEET

1. DUTY LOCATION: Seattle

2. POSITION NUMBER
0017070

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position.

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Engineer	GS	0819	13	

5. ORGANIZATIONAL TITLE OF POSITION (if any)

6. NAME OF EMPLOYEE
Hanh Shaw

7. ORGANIZATION (give complete organizational breakdown)

a. U. S. ENVIRONMENTAL PROTECTION AGENCY

e.

c. Office of Water & Watershed

g.

d. NPDES Permits Unit

h. EPAYS Organization Code: 91034008

8. SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide.
- ☐ [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees; or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☐ [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- ☒ [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

d. Typed Name and Title of Second-Level Supervisor
Mike

Michael Lidgard, Immediate Supervisor

Michael Gearheard, Director, Office of Water & Watershed

b. Signature

c. Date

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☒ This position has no promotion potential. ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code

d. Bargaining Unit Code

e. Check, if applicable:

- ☐ Medical Monitoring Required
☐ Extramural Resources Management Duties (% of time)
☐ This position is subject to random drug testing ()

f. Signature

g. Date

0095

7-30-07

Position Description
Environmental Engineer, GS-819-13

PH: 00017070

INTRODUCTION

This position is located in the NPDES Permits Unit of the Office of Water. Incumbent is responsible for conducting reviews under the National Environmental Policy Act (NEPA) of projects requiring EPA New Source National Pollutant Discharge Elimination System (NPDES) permits and municipal projects receiving EPA grant monies. Incumbent is also responsible for conducting consultation for EPA NPDES permit actions in conformance with Section 7 of the Endangered Species Act (ESA).

MAJOR DUTIES AND RESPONSIBILITIES

1. Reviews new source NPDES and project grant proposals and related information to identify critical issues and the environmental benefits and costs of the proposal. Recommends to Supervisor the preparation of an EIS or prepares an environmental assessment (EA) and a Finding of No Significant Impact (FNSI).
2. Conducts meetings with permit and grant applicants and provides them with advice on compliance with EPA's NEPA compliance procedures.
3. When EPA acts as the lead agency on an EA or EIS, the incumbent selects an appropriate approach for developing the document and negotiates any necessary agreements with project sponsors. Serves as the Project Officer when EPA prepares an EIS under a third party agreement.
4. When EPA acts as the lead agency, serves as designated Work Assignment Manager for environmental documents by EPA's level-of-effect (mission) contractor.
5. When EPA acts as the lead agency, prepares FNSIs for EAs and Records of Decision (RODs) for EISs, documenting EPA's decision on the applicable actions, and incorporating appropriate mitigation measures.
6. When EPA acts as the lead agency, assures conformance with NEPA public review procedures.

7. Where EPA acts as a cooperating agency, the incumbent negotiates with the lead agency the scope of EPA's involvement in developing the EIS, coordinates EPA review, and prepares EPA's ROD.

8. Develops and implements procedures and policies to ensure that new source NPDES permit and EPA project grant actions meet the overall requirements of NEPA and other relevant federal environmental regulations.

9. Develops and implements an environmental screening process that identifies projects which are candidates for environmental impact statements (EISs) early in the decision-making process.

10. Incumbent coordinates with the US Fish and Wildlife Service and National Marine Fisheries Service (the Services) to fulfill EPA's responsibilities under the Endangered Species Act (ESA). Duties include preparation of Biological Evaluations for NPDES permits to assess potential impacts to threatened and endangered species.

KNOWLEDGE REQUIRED BY THE POSITION

1. A thorough working knowledge of the procedures and requirements established in the Council of Environmental Quality (CEQ) regulations governing the implementation of NEPA (40 CFR Part 1500) and of EPA's corresponding regulations for the new source NPDES and construction grant programs (under 40 CFR Part 6).

2. Demonstrated ability to recognize the range of potential environmental consequences resulting from industrial or municipal projects and appropriate impact analyses techniques.

3. Knowledge of the programs which EPA administers in order to properly scope the environmental reviews and coordinate them adequately with agency regulatory and technical staff.

4. Knowledge of the Endangered Species Act and implementing regulations.

7. . Where EPA acts as a cooperating agency, the incumbent negotiates with the lead agency the scope of EPA's involvement in developing the EIS, coordinates EPA review, and prepares EPA's ROD.

8. . Develops and implements procedures and policies to ensure that new source NPDES permit and EPA project grant actions meet the overall requirements of NEPA and other relevant federal environmental regulations.

9. . Develops and implements an environmental screening process that identifies projects which are candidates for environmental impact statements (EISs) early in the decision-making process.

10. . Incumbent coordinates with the US Fish and Wildlife Service and National Marine Fisheries Service (the Services) to fulfill EPA's responsibilities under the Endangered Species Act (ESA). Duties include preparation of Biological Evaluations for NPDES permits to assess potential impacts to threatened and endangered species.

KNOWLEDGE REQUIRED BY THE POSITION

1. . A thorough working knowledge of the procedures and requirements established in the Council of Environmental Quality (CEQ) regulations governing the implementation of NEPA (40 CFR Part 1500) and of EPA's corresponding regulations for the new source NPDES and construction grant programs (under 40 CFR Part 6).

2. . Demonstrated ability to recognize the range of potential environmental consequences resulting from industrial or municipal projects and appropriate impact analyses techniques.

3. . Knowledge of the programs which EPA administers in order to properly scope the environmental reviews and coordinate them adequately with agency regulatory and technical staff.

4. . Knowledge of the Endangered Species Act and implementing regulations.

COMPLEXITY

Assignments involve a broad variety of projects and actions which must be evaluated through the application of a range of technical disciplines to determine whether the projects or actions will comply with statutes and regulations administered by EPA and the Services. Certain assignments are controversial by nature and involve significant uncertainty in terms of their environmental consequences. The incumbent must consider the economic impact of recommendations and the environmental implications of action or inaction.

SCOPE AND EFFECT

The NEPA environmental reviews conducted by the employee ensure that EPA and other federal agencies provide the public and decision makers with a full disclosure of the environmental, public health, economic, and social impacts associated with all reasonable alternatives to a proposed project, before final action on applicable permits or grant actions. EPA's action may significantly affect the project, which could have major environmental, economic, and social consequences.

The ESA consultation process ensures that NPDES permit actions taken by EPA are not likely to adversely effect threatened or endangered species. Where such actions may adversely effect a species, the consultation process ensures that reasonable and prudent measures are used to minimize the impact on the species.

PERSONAL CONTACTS/PURPOSE

Contacts are made with local, state, and federal government officials, permit applicants, consulting firms, environmental organizations, private citizens, and other EPA personnel in the EPA Region 10 Office and Operations Offices, at EPA Headquarters, and at other EPA regional offices. Contacts with governmental or private individuals or groups are made for the purposes of discussing various proposed projects to assess the environmental impacts and alternative courses of action. Contacts with permit applicants and consulting firms are made for the purposes of

5. Knowledge of the principles of environmental toxicology.

6. Knowledge could be demonstrated by college or advanced degrees in one of the physical or life sciences, natural resources management, or engineering.

7. Ability to organize, plan, and maintain sound working relationships and carry work through to completion. Excellent skill in communicating with the public, contractors, other regulatory agencies, and permit applicants both orally and in writing. Ability to communicate technical issues to the lay public in understandable terms.

SUPERVISORY CONTROLS

The supervisor sets the overall objectives and resources available. The incumbent and supervisor, in consultation, develop the deadlines, projects, and work to be done. The incumbent is responsible for planning and carrying out assignments, resolving conflicts that arise, coordinating the work with others, and interpreting policy on own initiative in terms of established objectives. The employee determines approaches to be taken and the methodology to be used. The supervisor is kept informed of potentially controversial matters. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES

Guidelines include NEPA, the CEQ Guidelines, EPA's NEPA regulations, ESA, and the ESA regulations. These guidelines require the employee to exercise considerable judgment in their implementation. Incumbent must use his/her own initiative, resourcefulness, and judgment based on previous experience in lieu of availability of specific guidelines.

providing information regarding EPA's NEPA and ESA requirements, review procedures, and informational needs. Contacts with other EPA personnel are made for the purposes of coordinating the review and preparation of NEPA and ESA documents so the EPA laws, regulations, policies, and guidelines are correctly applied.

PHYSICAL REQUIREMENTS

Sedentary work, including some field analyses.

WORK ENVIRONMENT

Work performed in office setting with occasional travel to project field locations.

STATEMENT OF DIFFERENCE

This is a developmental position leading to the full performance level. The position is designed to prepare the incumbent for progressively more difficult and complex work assignments with increased independence, confidence and authority.

MAJOR DUTIES

Duties and responsibilities are essentially the same as described in PD# _____, except for the following factors. Assignments will be developmental and authority limited.

KNOWLEDGE REQUIRED BY THE POSITION, Level 1-6 - 950 Points

Knowledge (such as would be acquired through a pertinent baccalaureate educational program or its equivalent in experience, training or independent study) of the principles, concepts, and methodology of a professional or administrative occupation that has been supplemented by (a) skill gained through job experience to permit independent performance of recurring assignments or (b) expanded professional or administrative knowledge gained through relevant graduate study or experience, which has provided skill in carrying out assignments, operations, and procedures that are significantly more difficult and complex.

SUPERVISORY CONTROLS, Level 2-3 - 275 Points

Supervisor assigns work in terms of overall objectives, priorities and deadlines.. Complex features are identified and suggestions are made as to approach. Incumbent completes assignments on the basis of precedents and instructions, referring unusual or especially difficult problems to the supervisor. Work is reviewed on completion for technical adequacy and conformance with objectives.

COMPLEXITY, Level 4-3 - 150 Points

Assignments consist of varied projects intended to prepare the incumbent for future responsibilities of greater scope, difficulty, or magnitude. Assignments are typically screened to eliminate difficult or unusual problems. Work requires familiarity with and use of standard practices.

PURPOSE OF CONTACTS, Level 7-2 - 50 Points

Contacts are to obtain and exchange information and coordinate projects.

TOTAL POINTS = 1995

STATEMENT OF DIFFERENCE

This is a developmental position leading to the full performance level. The position is designed to prepare the incumbent for progressively more difficult and complex work assignments with increased independence, confidence and authority.

MAJOR DUTIES

Duties and responsibilities are essentially the same as described in PD# _____, except for the following factors. The position operates with a lesser level of independence and authority. Assignments are less controversial.

GUIDELINES, Level 3-3 - 275 Points

Guidelines include applicable laws, regulations, policies, procedures, etc. The guides are frequently inadequate in dealing with the more complex and unusual problems. The employee applies experienced judgment in modifying, adapting, and making compromises with standard guidelines.

COMPLEXITY, Level 4-4 - 225 Points

Work involves the application of standard practices to new situations and relating new work situations to precedent ones. The employee modifies, adapts, or makes compromises with standard guides.

SCOPE AND EFFECT, Level 5-4 - 225 Points

The purpose of the work is to provide expertise as a specialist in a particular specialty field by furnishing advisory, planning, or reviewing services on specific problems, projects, programs, and functions. Recommendations and findings are often used as a basis of action by others.

TOTAL POINTS = 2615 (2150)

EPA Region 10
Position Description Coversheet
OCE-2008-N-0036

DUTY LOCATION

Seattle, WA

POSITION NUMBER

CLASSIFICATION ACTION: State the standard, series and date, used to classify this position.

Name of Employee Chun, Eva
Official Allocation Title ENVIRONMENTAL PROTECTION SPECIALIST
Service GS Series 0028 Grade 13 CLC
Organizational Title of Position (If any) ENVIRONMENTAL PROTECTION SPECIALIST
Organization
91043008
Office of Compliance and Enforcement
NPDES Compliance Unit
Seattle, Washington

SUPERVISORY/MANAGERIAL DESIGNATION

- S. First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.
- A. An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- M. A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- B. A management official (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- T. "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide.
- E. None of the above applies. This is a non-supervisory/non-managerial position.

SUPERVISORY CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Requesting Supervisor

kimberly a ogle 07/16/2008

Name

Date

Office Director

Lauris Davies 07/16/2008

Name

Date



OFFICIAL CLASSIFICATION CERTIFICATION

1. This position has no promotion potential

Fair Labor Standards Act

2. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to

Check, if applicable:

Functional Code

a. Medical Monitoring Required

Bargaining Unit Code

b. Extramural Resources Management Duties (% of time).



Environmental Protection Specialist

GS-028-13

Eva Chun

INTRODUCTION

Incumbent serves as a senior NPDES Compliance and Enforcement Sector Specialist for all mine activity in the Region. This position is located in the NPDES Compliance Unit (NCU), Office of Compliance and Enforcement (OCE). Mining has played a significant role in the development of this country and the industry has, and continues to be, an important contributor to Regional economies in the Northwest and Alaska. As mining continues to expand in Region 10, EPA must find ways to work more effectively with other mining stakeholders, including industry, to promote environmental protection goals. Incumbent is responsible for all aspects of planning/coordinating and implementation of compliance monitoring and enforcement activity to assure Clean Water Act (CWA) compliance for NPDES permitted mines throughout the Region. These activities are reported as part of the Great American West (aka: National Eco-Regions Priority) and are used to measure regional performance of meeting GPRA goals, which is tied (periodically) to senior management annual ratings.

In addition, the incumbent is designated as the Regional CWA expert/contact for the State Framework Review process. The State Framework Review process is a National endeavor to ensure consistency in state levels of compliance and enforcement activity, consistency in regional oversight of state programs and national consistency in environmental protection. The State Framework Reviews are mandated by EPA Headquarters Office of Enforcement and Compliance Assurance (OECA) and are a significant workload for the Region's Annual Commitments used to measure regional performance in meeting GPRA goals, which are tied (periodically) to senior management annual ratings. Incumbent is responsible for all aspects of conducting and authoring the Clean Water Act portion of the State Framework Review reports and for tracking all recommendations for improvement for all states in Region 10. Incumbent also serves as the Oregon Oversight Coordinator for the NPDES Compliance Program.

MAJOR DUTIES

1. **Mining Sector Expert:** Incumbent serves as a senior sector expert regarding CWA (effluent and industrial storm water) compliance assurance for the Placer and Hard Rock Mining Sectors in Region 10. Incumbent sets annual inspection and enforcement goals and designs regional activities to meet the goals; participates in regional mining work group meetings as appropriate, and ensures consistency in the Agency's enforcement actions, including nationally significant enforcement actions. Participates in the national work group meetings pertaining to industrial storm water and assists in the development of new or innovative methods to facilitate compliance by the regulated community with federal and state NPDES and storm water requirements. Incumbent represents the Agency by collaboratively designing trainings and/or giving formal presentations to the public and other federal, tribal, state and local government groups both regionally and nationally. Provides consultation to other EPA units and seeks input from other units regarding program issues intersecting with Region 10's mining strategy and CWA compliance matters for mines.

2. **Compliance and Enforcement Duties:** Performs work as a technical specialist conducting inspections, investigating cases of NPDES violations and/or preparing enforcement actions. As a technical authority, incumbent investigates the most complex, nationally significant enforcement cases and prepares enforcement actions, using regional and national enforcement guidelines and independent judgment, evaluating information to determine appropriate regulatory action and often formulating innovative approaches to solving controversial compliance issues. Gathers evidence to document compliance with the NPDES regulations and terms of NPDES permits. Independently prepares detailed inspection reports which support findings that are used to support enforcement case development and are used as evidence should enforcement be necessary. Inspections commonly involve the taking of



environmental samples and incumbent is competent and familiar with all aspects of sampling including equipment, independently develops Quality Assurance Plans (QAPs), field protocols and sample shipping and chain of custody protocols.

Serves as a resource and a technical authority in the development and prosecution of enforcement cases at mine sites and industrial storm water facilities throughout the Region. Incumbent provides expertise in reviewing reports of inspections or investigations conducted by other regional or Agency personnel to determine appropriateness of enforcement actions that may be warranted. Determines need for and requests personnel to conduct special field inspections of sources identified as potential violators of permit conditions or other applicable laws and regulations. Incumbent independently confers with regional attorneys and Department of Justice attorneys on the most complex or nationally significant enforcement actions, providing technical data for inclusion in administering orders or consent decrees. Incumbent develops technical/legal portions of legal documents and provides technical review of responses received from a Respondent pursuant to an issued NPDES enforcement action to determine if the response is sufficient. Recommends follow up action to any response determined to be technically deficient. In major or nationally significant cases or action involving U.S. Attorney Referrals, prepares technical background reports supporting the enforcement recommendations, which include an evaluation of the nature and extent of noncompliance, the feasibility of alternative compliance solutions, and the time frame for taking action. Incumbent provides authoritative guidance, support and oversight of enforcement and compliance activities undertaken by state and/or local governments. Incumbent participates as lead senior compliance officer in settlement negotiations, providing administrative policy advice to assure appropriate and consistent settlements within this sector.

Incumbent independently prepares reports, studies, analyses, surveys, or other documents needed to explain, verify or justify the water enforcement actions in public meetings, hearings, or other adjudications where complex requirements are in issue. Serves as an expert witness where qualified. Review technical literature pertinent to mining industry and keeps abreast of new developments in achieving CWA compliance at complex mine facilities. Incumbent also initiates contacts with other professionals within and outside EPA to obtain useful information.

3. Regional Lead for CWA Compliance and Enforcement State Framework Reviews and NPDES Oregon Oversight Contact: Incumbent serves as the Regional CWA contact for implementing the SRF Project in Region 10 and for oversight of the NPDES program in Oregon. The development of the National SRF Process is a direct result of audits by the EPA Inspector General; concerns raised by the National ECOS Compliance Community; numerous program withdrawal petitions (including the State of Oregon); and other media program assessment efforts. The duties include an evaluation of a state or Region 10's performance in delivery of the compliance and enforcement aspects of the NPDES program. This evaluation is used to measure states' performance against other states and against the goals and objectives dictated by the National Managers Program Guidance for CWA that is updated annually.

Incumbent works in coordination with the Regional Review Team Leader and participates in the SRF review process. The process generally includes (but is not limited to) the following actions: briefing senior management about the planned state or Regional review, identifying known existing issues or problems surrounding the CWA program performance. Incumbent participates and coordinates key CWA staff to participate in a kick-off meeting at a high management level; gathers and review relevant state documents and data for prescribed metrics that will be evaluated; conducts on site visits to states independently reviewing case files and conducting interviews with appropriate staff and managers; authors the CWA portion of the draft SRF report and meets with the state to discuss findings and potential solutions, the states comments or questions and to finalize the CWA portion of the report.

Incumbent is expected to demonstrate an unusually high level of diplomacy when discussing the planning or results of the review with state counterparts. Recommendations that are made in the final report have follow up actions associated with them. Incumbent is responsible for tracking and ensuring follow up actions are taken by the state; verifying documentation that corrective steps were implemented



and ensuring the national database is kept current with progress information. Incumbent informs appropriate EPA staff of follow up items for inclusion in the PPA and PPG negotiations with the states. To the extent the report has identified "unresolved" issues---incumbent will track these and continue to work toward resolution.

Since the SRF reports are made available to the states through EPA headquarters and are used to make national state program comparisons, incumbent would be takes with responding to any request for information, FOIA requests and/or Congressional Inquiry.

Knowledge Required By the Position -- Level 1-8, 1550 Points

Mastery of compliance and enforcement procedures and policies of the Clean Water Act/National Pollution Discharge Elimination System Programs necessary to serve as a technical authority, providing expert advice on the interpretation and implementation of program policy directives for the Mining and Industrial priorities in the context of compliance and enforcement activities.

Extensive knowledge of current federal and state statutes, including the Clean Water Act and the National Pollutant Discharge Elimination System (NPDES) program regulations, court decisions, national and regional policy and guidance and utilizes best management practices and principles to solve novel, controversial and traditional compliance problems.

Mastery of national guidance, policy and systems used to identify and address non-compliance for the purpose of investigating and developing enforcement cases, serving as a resource in the development, negotiation and prosecution of enforcement cases.

Highly effective oral and written communication skills are necessary to respond to citizen and congressional inquiries and to interact with a wide variety of headquarters and regional staff and with respondents, defendants and outside agencies in highly sensitive and sometimes adversarial situations, usually in the context of controversial or high-profile compliance actions.

Extensive knowledge of general enforcement procedures as outlined by the Administrative Procedures Act (APA) as well as expertise in applying the principles of the Enforcement Management System (EMS) and its current revisions to specific compliance problems.

Ability to independently plan and coordinate work assignments, using best professional judgment to solve particularly complex or controversial compliance issues.

Supervisory Controls -- Level 2-4, 450 Points

Under limited administrative and technical supervision, incumbent receives work assignments in terms of general objectives and relative priority for completion of work. Assignments also include management or coordination responsibility for specific parts of the unit's workload.

Incumbent has considerable latitude in exercising best professional judgment in selecting and establishing methods for resolving complex problems. Assignments are completed independently. The incumbent is the judge of when to seek technical assistance and advice regarding policy implications, with far-reaching impact, from the supervisor.

The work is seldom reviewed to see that it conforms to established policies and is seldom reviewed by the supervisor for technical accuracy and conformance with objectives of the assignment. Recommendations



from incumbent are typically adopted, and evaluated only for such things as availability of funds and other resources, broad program goals, and national priorities.

Guidelines -- Level 3-4, 450 Points

Guidelines include Federal laws and state statutes and regulations, agency-wide policies and guidance governing compliance with the NPDES program, the States/EPA Compliance Assurance Agreement, the Enforcement Management System and recent revisions, and PL 92-500.

The incumbent is expected to use initiative, judgment, resourcefulness and perception, based on experienced judgment, to deviate from or extend traditional practices, methods, and techniques; to adapt general guides; or to resolve situations where precedents are not available.

Complexity -- Level 4-5, 325 Points

Assignments have very complex, controversial, and unconventional features; involve distilling national priorities, goals and objectives into regional application; or involve developing material to supplement and interpret headquarters guidelines.

Decisions on which projects to pursue and the setting of priorities are based on diverse and complex factors including the availability and opinions of internal and external partners, gaps in national focus area, and cost/benefit analysis. The work requires initiative, creativity and often the development of new methods to foster collaboration and consensus amongst parties with competing needs.

The work requires originating new techniques, establishing criteria, or developing new information.

Scope and Effect -- Level 5-5, 325 Points

The purpose of the work is to serve as a technical authority and provide the guidance and leadership necessary to resolve matters which are very complex, controversial, or which set general precedent; or involve delicate coordination or negotiation of major consequence.

Efforts affect policy or decisions, the work of other technical authorities or major aspects of EPA programs at the national level.

Personal/Purpose of Contacts -- Level 3C, 180 Points

Personal contacts include a range of professional and administrative personnel throughout the Agency, at other federal agencies, at the state and local government level, in private industry and in academia.

Contacts are for the purposes of collecting and exchanging information, providing consultation on problems, defending proposed approaches, negotiating settlement of differences, gaining cooperation with regional strategies and objectives, and resolving problem areas or controversies.

While conducting inspection and enforcement and state framework review work, the incumbent must meet with the public, environmental groups, the states, or the media to negotiate and justify penalties and other controversial environmental issues of national importance. These contacts may involve Uncooperative or irate individuals or groups. In such situations, issues are resolved by persuasion and by convincing the, arriving at a compromise, or developing suitable alternatives.

Other contacts are made to discuss, communicate and negotiate regulatory, technical and/or programmatic



issues and requirements effectively. Contacts also are to assure compliance of legal and regulatory mandates through monitoring efforts, dialogs, or completion of legal documents and reports of problems or issues.

Outreach events are held with the public or states to further the purposes of the environmental program efforts and to increase EPA's credibility. Contacts are required to reach agreement cooperatively on enforcement or state oversight recommendations.

Physical Demands -- Level 8-2, 20 Points

The work is primarily sedentary, although while conducting inspections the work regularly requires some physical exertion such as long periods of standing, walking over rough, uneven or rocky terrain; recurring bending, crouching, stooping, stretching, reaching and recurring moving, and/or lifting and carrying moderately heavy items may be required during field work.

Work Environment -- Level 9-2, 20 Points

The work regularly involves moderate risks or discomforts associated with visiting field sites which require special safety precautions.

THE FOLLOWING ARE REQUIRED FOR THIS POSITION: (check as appropriate):

☐ Medical Monitoring ☒ Credentials ☒ Inspector Training
☐ Basic Project Officer Training ☐ Contract Administration Training

Total Points = 3,320: GS-13 (GS-13=3155-3600)

Environmental Protection Specialist GS-028-13

Suleiman Ali

7/10/08



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		DUTY LOCATION: Seattle		2. POSITION NUMBER 0018483	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Eva C. Chun <i>DeMaria</i>		
7. ORGANIZATION (give complete organizational breakdown) <i>DeMaria, Eva</i>					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e.		
c. NPDES Compliance Unit			g.		
d. Office of Compliance & Enforcement			h. EPAYS Organization Code: 91043006		
8. SUPERVISORY/MANAGERIAL DESIGNATION <input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Kimberly Ogle, Immediate Supervisor			d. Typed Name and Title of Second-Level Supervisor Michael Bussell, Director, Office of Compliance & Enforcement		
b. Signature <i>Kimberly Ogle</i>		c. Date <i>8/6/07</i>		e. Signature <i>Michael Bussell</i>	
				f. Date <i>8-6-07</i>	
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:			b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt		c. Functional Code
d. Bargaining Unit Code 0095	e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature <i>[Signature]</i>		g. Date <i>8-6-07</i>
REMARKS: Reorganization <div style="text-align: right;">FLSA changed based on agency review.</div>					

EPA Region 10
Position Description Coversheet
OW-2003-N-0003

00018483
11/3/02

DUTY LOCATION

Seattle, WA

POSITION NUMBER

CLASSIFICATION ACTION:

State the standard, series and date, used to classify this position.

Name of Employee

Chun, Eva C

Official Allocation Title

ENVIRONMENTAL PROTECTION SPECIALIST

Service GS

Series

0028

Grade

12

CLC

Organizational Title of Position (If any)

ENVIRONMENTAL PROTECTION SPECIALIST

Organization

91035000

Office of Water CE

NPDES Compliance Unit

Seattle, Washington

SUPERVISORY/MANAGERIAL DESIGNATION

- ☐ A. First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.
- ☐ B. An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.
- ☐ C. A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.
- ☐ D. A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.
- ☒ E. None of the above applies. This is a non-supervisory/non-managerial position.

SUPERVISORY CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

Requesting Supervisor

Bub Loiselle

Name

10/22/2002

Date

Office Director

Randall F. Smith

Name

10/23/2002

Date

OFFICIAL CLASSIFICATION CERTIFICATION

1. This position has no promotion potential: Yes Fair Labor Standards Act

2. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to

Functional Code

Bargaining Unit Code

Check, if applicable:

a. Medical Monitoring Required

b. Extramural Resources Management Duties (% of time).

Environmental Protection Specialist

GS-028-12

Eva Chun

INTRODUCTION

Incumbent serves as an Environmental Protection Specialist/Compliance Officer in the NPDES Compliance Unit (NCU), Office of Water. In this capacity, the incumbent will be responsible for evaluating Administrative Compliance Orders and providing technical support for civil and/or criminal proceedings for enforcement of the terms and conditions of NPDES permits and appropriate water related laws, rules, and regulations. The incumbent will also have the primary responsibility for work assignments will include compliance investigation activities, evaluation of enforcement alternatives, preparation of enforcement actions and/or supporting technical information. Coordination with field operations offices and state regulatory agencies, participation in enforcement negotiations on enforcement cases, and serving as an EPA expert witness as required.

MAJOR DUTIES

1. Investigations/Inspections/Compliance Analysis (30%)

Independently plans and conducts compliance inspections and investigations in a variety of media programs as assigned. Gathers evidence to document compliance with the NPDES regulations and terms of NPDES permits. Prepares detailed inspection reports which support findings. Findings are used to evaluate possible enforcement actions and are used as evidence should enforcement be necessary. Inspections commonly involve the taking of environmental samples and incumbent is competent and familiar with all aspects of sampling including equipment, Quality Assurance plans, field protocols and sample shipping. Review and evaluates field inspection reports conducted by the field operations office and the Office of Environmental Assessment to determine appropriate follow-up actions for cases of identified noncompliance. Initiates requests for special field inspection by field operations office or Office of Environmental Assessment for NPDES permittee which have been identified as potential violators of permit conditions or other applicable laws and regulations. Participates in such field investigations, as necessary, and provides technical assistance in resolving problems associated with the more complex effluent disposal systems which will be required.

2. Case Development and Resolution (30%)

Determines if an enforcement action is necessary, makes recommendations on the type of action to be taken and specific provisions to be included in such actions. Uses regional and national enforcement guidelines and independent judgment to select and justify the most appropriate enforcement option available. In more routine type actions, such as Requests for Information or Administrative Compliance Orders, prepares background evaluation reports and the enforcement documents or orders. In major cases or action involving U.S. Attorney Referrals, prepares engineering background reports supporting of the enforcement recommendations, which includes an evaluation of the nature and extent of noncompliance, the feasibility of alternative remedial solutions, and the time frame for taking corrective action. The preparation and technical support for such action involves application of a professional knowledge of engineering and environmental principles related to municipal and industrial processes, waste treatment control techniques, and water pollution control problems, and a working understanding of water pollution control laws and their application.

3. Project Lead/Special Projects (20 %)

Coordinates closely with attorneys in the Office of Regional Counsel in the development of a sound enforcement case based on the legal aspects of the technical interpretation and evaluation of data. Works with the Office of Regional Counsel staff to provide technical review of response received from a source pursuant to an issued NPDES enforcement action to determine if the response is sufficient. Recommends follow-up action to any response determined to be technically deficient. Participates in negotiations with Agency attorneys, the U.S. Attorney's office, and a source in settlement and resolution of enforcement proceedings.

4. Technical Support/Assistance (10%)

Prepares reports, technical studies, analyses, surveys, or other documents needed to explain, verify or justify the water enforcement actions in public meetings, hearings, or other adjudications where technical abatement requirements are in issue. Serves as an expert witness where qualified. Review scientific literature pertinent to assignment and keep abreast of new development in the engineering field. Initiates contacts with other professionals within and outside EPA to obtain useful information.

5. Other duties (10%)

Carries out other assignments in support of NPDES on an as-needed basis, including development and delivery of presentations about EPA programs and activities to members of the public or industry, and responses to Freedom of Information Act requests or inquiries from elected officials.

KNOWLEDGE REQUIRED BY THE POSITION Level 1-7 1250 Points

1. Knowledge of environmental concepts, principles and practices applicable to environmental problems associated with Clean Water Act regulations, as well as other applicable federal or state laws or requirements that may affect implementation of NPDES requirements to review and analyze reports on regulatory requirements
2. Knowledge and skill of compliance investigation and evaluation of enforcement and preparation of enforcement actions to plan and organize complex technical information to explain the resulting report to audiences including the public
3. Knowledge and skill in understanding policies and guidance, inspection techniques, enforcement procedures and sampling methodologies for the purpose of interpreting how data management processes and procedures should be accomplished to meet program goals as well as to understand the overall program priorities.
4. Skill in oral and written communication to be able to present information to all levels of the agency in a clear, organized way.
5. Resourcefulness and effective interpersonal skills required to negotiate resolution to technical, regulatory and enforcement matters

6. Ability to independently plan complex activities and programs and carry them through to completion as well as ability to work as a member of a team.

SUPERVISORY CONTROLS Level 2-4 450 Points

Receives limited administrative and technical supervision; assignments are generally completed independently. Receives work assignments from the Manager of the NPDES Compliance Unit in terms of broadly defined mission objectives or functions and relative priority. Within assigned areas of responsibility, employee plans and carries out the work independently, resolving most conflicts that arise and coordinating work with others as required. Assignments include leadership and management for specific aspects of the Unit's workload. Decisions and recommendations are accepted as technically accurate. Incumbent will seek assistance and advice from peers and supervisor regarding policy implications with far-reaching impact. The work is periodically reviewed to see that it conforms to established policies and conformance with objectives of the assignment. The work is seldom reviewed by the supervisor for technical accuracy.

GUIDELINES Level 3-4 450 Points

Guidelines include federal and state laws and regulations, agency and NPDES specific compliance and enforcement policies, compendium of adjudicatory decisions, compendium of regulatory and policy interpretations and standard material such as technical manuals and literature. The employee must exercise judgment in selecting which guidelines to apply and in adapting guidelines to specific conditions or circumstances. Where guidelines are not available, the incumbent is expected to consult with peers, other technical and program specialist in the Region and in Headquarters to apply independent judgment to make recommendations to the decision maker.

COMPLEXITY Level 4-4 225 Points

The work in the NPDES Compliance Unit is complex because of the nature of the law and law enforcement, the interrelationship between EPA and state agencies, and the potential for public involvement and protection of the public trust. The incumbent will work with individuals with a variety of perspectives on an issue and be entrusted with independently developing solutions. Development and implementation of guidelines and procedures may involve compromise and negotiation. All compliance and enforcement actions must be documented and technically accurate to support Agency actions. Many actions involve novel circumstances peculiar to a particular facility and often involve complex policy, technical and legal issues.

SCOPE AND EFFECT Level 5-4 225 Points

The incumbent's work affects the conduct and functioning of the enforcement process in Region 10. Personnel, both inside and outside the agency will be affected by the implementation of policy and procedures developed and managed by the incumbent. In conducting enforcement actions, the incumbent may be relied upon to document and recommend civil enforcement actions and negotiate with high level individuals in trying to settle administrative penalties and

encourage environmental compliance in an adversarial setting. Incumbent's recommendations and findings would greatly impact the effectiveness and acceptability of a wide range of agency activities, including civil or criminal enforcement actions.

PERSONAL CONTACTS Level 6-3 60 Points

There are a wide variety of personal contacts within and outside of EPA. Contacts outside of EPA include engineers, subject matter experts, consultants and attorneys with other public agencies and private industry regarding compliance and enforcement. Within EPA contacts include other regional program staff, Regional Counsel, field operations and headquarters. Employee has personal contacts with non-technical staff and managers within and external to the Agency and with the general public.

PURPOSE OF CONTACTS Level 7-3 120 Points

Contacts are for the purpose of exchanging information, coordinating work efforts, assessing compliance and adequacy of corrections in enforcement proceedings. Contacts involve negotiation and persuasion to obtain agreement on technical and policy matters. Contacts are for the purpose explaining technical determinations and agency policies to non-technical individual, including the general public.

PHYSICAL DEMANDS Level 8-1 5 Points

Work is sedentary, except during field visits where there is considerable walking, bending, climbing and stooping to inspect waste handling processes and to evaluate their operation.

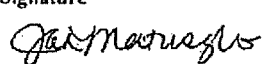
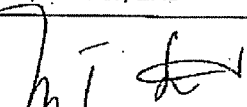
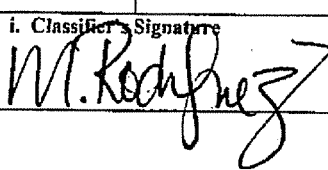
WORK ENVIRONMENT Level 9-1 5 Points

The majority of work is in an office setting; however, during visits to sites and facilities there is regular and recurring exposure to industrial and commercial waste generation or handling operational conditions such as noise and fumes, emissions or other waste streams.

THE FOLLOWING ARE REQUIRED FOR THIS POSITION: (check as appropriate):

☒ Medical Monitoring ☒ Credentials ☒ Inspector Training
☐ Basic Project Officer Training ☐ Contract Administration Training

Total Points = 2,790: GS-12(GS-12=2755-3150)

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 90038628	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position JFS Professional work in the Scientific Group GS-1300, HRCD 12/97					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Physical Scientist	GS	1301	13	
4. Supervisor's Recommendation	Physical Scientist	GS	1301	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Meghan Hessanauer		
7. ORGANIZATION (Give complete organizational breakdown)			c. Engineering & Analytical Support Branch		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of Water			g.		
c. Office of Science & Technology			h. Employing Office Location		
d. Engineering & Analysis Division			i. Organization Code 43035010		
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Jan Matuszko, Branch Chief, EASB			d. Typed Name and Title of Second-Level Supervisor Mary T. Smith, Director, EAD		
b. Signature 		c. Date 10/24/11	e. Signature 		f. Date 10/24/11
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code 30			
g. Bargaining Unit Code 0014		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties () % of time <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 	
j. Date 12/2/11					
11. REMARKS					

EPA Form 3150-1 (Rev 8/2009) Previous Versions are Obsolete

PHYSICAL SCIENTIST
GS-1301-13

I. INTRODUCTION

The incumbent is assigned to the Engineering and Analytical Support Branch in the Engineering and Analysis Division (EAD). The Division is responsible for developing, proposing, and promulgating effluent limitations guidelines and standards for new and existing sources of industrial discharges to surface waters and publically owned treatment works. In addition, the Division is responsible for developing, proposing, and promulgating Clean Water Act analytical methods to measure pollutants in Clean Water Act programs, such as the NPDES permit program.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. The incumbent provides technical advice and assistance in the scientific aspects of water discharge data, with an emphasis on the pollution impact on the environment related to point and nonpoint sources of water discharges. Analyzes quality and quantity of technical data collected and applies technical background to determine, if the data is consistent with information generally available. Reviews and evaluates alternative and sometimes conflicting pollutant measurement technologies for accuracy, completeness and relevance to program needs. Incumbent recommends the best possible solutions concerning issues related to coordination, investigation, and planning.
2. Applies knowledge of the Clean Water Act, Administrative Procedure Act, and other environmental and administrative statutes. Identifies and resolves problem areas in EAD rulemaking packages, briefings, communication materials, and policy papers. Provides authoritative interpretation of Agency policy to managers and staff and makes specific recommendations for revising document to incorporate necessary information.
3. Consults with contractor and industry on the latest technical developments that affect the incumbent's program area, and determines what pollutant measurement technologies are currently available. Monitors and directs the contractor's effort in the collection of data and identifies discrepancies in the technical reports received and either resolves or corrects them; or seeks specific additional information to resolve the issues. Reviews and evaluates related data and information and develops periodic information to resolve the issues. Consults and coordinates with other scientists and engineers in EPA and other agencies who are considered experts in the incumbent's specialty area. Contacts outside EPA include public and private agencies and groups at the federal, state, and local levels. These contacts are maintained to exchange useful information on progress in the field and to ensure some degree of compatibility with similar programs being conducted in other agencies.
4. Often participates in interagency meetings or conferences as a subject matter expert. Participates in meetings or conferences with the Agency; and helps plan cooperative activities and devise concerted approaches to problems.
5. Makes recommendations to supervisor, as appropriate, on changes to administrative, budgetary, and public relations aspects of the program.



6. Fulfills roles and responsibilities of contracts management associated with designation of Project Office and Work Assignment Manager. Prepares procurement initiation documentation.
7. Develops and assists in special projects related to EAD and OW programs and activities, as well as special initiatives of the Office Director, the Assistant Administrator, and Administrator. Provides support and assistance to Deputy Director and Division Director as needed.
8. Makes recommendations to the supervisor, as appropriate, on changes to administrative, budgetary, and public relations aspects of the program.
9. Performs other duties as assigned.

III. SUPERVISORY CONTROLS

The incumbent is under the direct supervision of the Chief of the Engineering and Analytical Support Branch. The Branch Chief assigns projects and provides an overview of objectives and resources available. Assignment limitations are mutually discussed and agreed upon with Branch Chief. The incumbent is independently responsible for planning and carrying out the assignments; resolving most conflicts which may arise; coordinating the work; and interpreting policy on own initiative in terms of established objectives. The incumbent keeps the Branch Chief informed of progress and potentially controversial matters of far reaching implications. Completed assignments are reviewed for feasibility, compatibility, and accuracy in terms of program objectives and policy compliance.



**GS-13 GRADE LEVEL CRITERIA
PROFESSIONAL/ADMINISTRATIVE/SCIENTIFIC POSITION**

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-8 1550 Points

The incumbent in this position has the mastery of program principles, concepts, practices, methods and techniques to apply new development and theories to major problems not susceptible to treatment by accepted methods. The specialist is recognized as an authority in a particular program or function.

The specialist requires expert knowledge of Federal, State, and local laws and regulations, documentation and reporting requirements, and lawmaking or rulemaking processes sufficient to make decisions or recommendations significantly changing, interpreting, or expanding important agency/national policies and programs (e.g., developing agency options for a regulatory framework and strategy for a new national program; drafting complex rulemaking notices and securing concurrences of affected Federal agencies and offices, evaluating regulatory implementation by regions, State and local agencies, and the private sector).

The incumbent must have comprehensive knowledge of management practices and procedures to resolve problems of major significance to agency environmental programs (e.g., developing and maintaining an agency wide environmental management information system, developing agency guidelines governing environmental operations, analyzing major programs and proposing legislation with respect to the agency program goals and objective, advising agency officials and personnel at all levels on various aspects of environmental program management).

SUPERVISORY CONTROLS

Level 2-4 450 Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise, coordinating the work with others, and interpreting, policy on own initiative in terms of established objectives.

GUIDELINES

Level 3-5 650 Points

Guidelines are general policies, directives, and agency regulations. Employee is required to use judgment to determine areas that need development and or study. Uses ingenuity to devise and plan projects to investigate areas and carry out the work. Is a technical authority experts, responsible for developing and interpreting agency guidelines and uses considerable judgment to determine needed revisions and additions to the guides.



COMPLEXITY**Level 4-5 325 Points**

The work includes a wide variety of duties requiring many different and unrelated processes and methods applied to a broad range of activities involving a number of facilities, sites, and programs, such as intensive analysis and problem solving (as a recognized expert) in the regulatory program.

Decisions regarding what needs to be done depends on assessment of very complex, diverse circumstances that involve major areas of uncertainty in approach, methodology, or interpretation resulting from such elements as continuing program changes, technological developments, or new or unconventional methods.

The work requires devising new methods and techniques to produce effective results or implement advances in such areas as pollution prevention, resource allocation, or quality assurance, establishing criteria for administering or evaluating environmental programs; or developing policy guidance and procedural materials for use by operating personnel.

SCOPE AND EFFECT**Level 5-5 325 Points**

The purpose of the work is to plan and carry out major environmental programs and programs. The work involves determining the soundness of agency wide program and plans; developing establishing new approaches and methods for use of operating personnel; resolving problems that are critical to accomplishment of important agency objectives; providing authoritative advice and technical assistance of Federal, State, and local environmental protection officials; or developing or revising regulations or standards that affect a large segment of the regulated community.

The work affects the development of major aspects of the agency's environmental protection programs and policies; the work of State and local officials, environmental protection experts, or private industry executives. The specialist's recommendations affect obligation of substantial program resources.

PERSONAL CONTACTS**Level 6-3 60 Points**

Persons from outside the employing agency in a moderately unstructured setting. Typical of contacts at this level are those with persons in their capacities as contractors, inspectors, attorneys, company executives, community leaders, elected officials or representatives of Federal or State regulatory agencies, professional organizations, the news media, or organized or ad hoc public action groups. This level may also include contacts with the head of the employing office agency or program officials several managerial levels removed from the employee when such contacts occur on an ad hoc basis.



PURPOSE OF CONTACTS**Level 7-3 120 Points**

Purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiating settlement of differences, and resolve problem areas or controversies.

PHYSICAL DEMANDS**Level 8-1 5 Points**

The work is primarily sedentary, although walking, bending or lifting may be required during field work.

WORK ENVIRONMENT**Level 9-1 5 Points**

Work is generally performed in an office setting although some field visits may be necessary

TOTAL POINTS = 3490

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Meghan Hessianauer		This position has no extramural resources management responsibilities.
Position Number	EAD-11-0018		Total extramural resources management duties occupy less than 25% of time.
Title	Physical Scientist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-1301-13	X	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	OW/OST/EAD/ESAB		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature	Jan Matuszko	Date	10/24/11
Personnel Specialist's		Date	

Part 1. Contracts Management Duties

Pre-award:		<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns <input checked="" type="checkbox"/> Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables Other (list) _____
<input checked="" type="checkbox"/> Plans Procurements <input checked="" type="checkbox"/> Estimates Costs <input checked="" type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests Writes statements of work <input checked="" type="checkbox"/> Reviews statements of work <input checked="" type="checkbox"/> Processes unsolicited proposals <input checked="" type="checkbox"/> Responds to pre-award inquiries <input checked="" type="checkbox"/> Participates in pre-award conferences <input checked="" type="checkbox"/> Conducts technical evaluation of proposals <input checked="" type="checkbox"/> Participates in debriefing/protests Other (lists) _____	Close-out:	
	<input checked="" type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input checked="" type="checkbox"/> Reconciles payments with work performance <input checked="" type="checkbox"/> Closes-out payments <input checked="" type="checkbox"/> Performs cost accounting <input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims Other (list) _____	
Post-award:		
<input checked="" type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input checked="" type="checkbox"/> Monitors government-furnished property <input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Percentage of Time Spent on Contracts Management <div style="border: 1px solid black; padding: 5px; display: inline-block;">60</div> %	

Continue

Continued

Part 2. Grants/Cooperative Agreements Duties	
Pre-application/Application:	Advises Grants Management Office of potential problems/issues
Prepares solicitation for proposals	Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
Identifies potential grantees for area of program emphasis	Approves payments requests or ACH drawdowns
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)	Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
Provides administrative information to applicants	Negotiates amendments
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant	Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
Assists applicant in resolving issues in application	When necessary, recommends termination of the agreement
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement	Resolves with Grants Management Office administrative and financial issues
Negotiates level of funding	Conducts periodic reviews to ensure compliance with agreement
Conducts site visits to evaluate program capability	Other (list)
Serves as resource to Selection Panel	Close-out:
Informs applicants of funding decisions	Certifies deliverables were satisfactory and timely
Other (list)	Provides assistance to recipients and Grants Management Office to ensure timely close-out
Award:	Reconciles payment with work performed
Prepares funding package, including Decision Memorandum	Notifies recipient of close-out requirements
Obtains concurrences/approvals	Obtains legal assistance if necessary to resolve incomplete close-out
Reviews/concurs in completed document	If project is audited, responds to issues and ensures recipient complies with audit recommendations
Establishes project file	Other (list)
Other (list)	
Project Management/Administration:	Percentage of Time Spent on Grants/Cooperative Agreements Management
Monitors recipient's activities and progress	
Reviews reports and deliverables and notifies recipient of comments	0 %
Provides technical assistance to recipients	
Part 3. Interagency Agreements Duties	
Pre-Agreement:	Monitors cost management and overall technical performance
Plans and negotiates work effort	Participates in decisions about project modification/termination
Estimates costs	Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
Obtains funding commitments	Inspects and accepts deliverables
Prepares commitment notice	Other (list)
Writes or reviews scope of work	
Responds to pre-agreement inquiries	Close-out:
Participates in pre-agreement conferences	Reviews final report
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)	Decides on disbursement of equipment
Negotiates and ensures execution of Superfund State Contracts (Superfund only)	Reconciles payments with work performed
Performs technical evaluation of work plan and budget	Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
Prepares funding package and obtains necessary concurrences	Certifies deliverables
Other (list)	Resolves close-out issues with Grants Management Office/other agency
	Other (list)
Project Management/Administration:	Percentage of Time Spent on Interagency Agreements Management:
Reviews progress reports/financial reports	
	0 %



United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER 1003698	
3. CLASSIFICATION ACTION: <i>Job family standard Professional work in the Physical Sciences GS-1300. Primary standard</i>					
b. Title		c. Service	d. Series	e. Grade	f. CLC
Physical Scientist		GS	1301	12	001
4. SUPERVISOR'S RECOMMENDATION Environmental Scientist		GS	1301	12	
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Meghan M. Hessenauer		
7. ORGANIZATION (give complete organizational breakdown)					
a. U. S. ENVIRONMENTAL PROTECTION AGENCY			e. Engineering & Analytical Support Branch		
b. Office of Water			f.		
c. Office of Science & Technology			g.		
d. Engineering & Analysis Division			h. Organizational Code 43035010		
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Richard Reding, Chief, Engineering & Analytical Support Br.			d. Typed Name and Title of Second-Level Supervisor Mary T. Smith, Director, Engineering & Analysis Division		
b. Signature <i>[Signature]</i>		c. Date 11/12/07	e. Signature <i>[Signature]</i>		f. Date 11/13/07
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input type="checkbox"/> This position has no promotion potential.		<input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 13		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code 32		d. Bargaining Unit Code 0014		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (20% of time) <input type="checkbox"/> This position is subject to random drug testing ()	
f. Signature <i>[Signature]</i>		g. Date 11/14/07			
11. REMARKS STATEMENT OF DIFFERENCE:					

EPA Form 3150-1 (Rev 3/2006)

ENVIRONMENTAL SCIENTIST
GS-1301-12

I. INTRODUCTION

The incumbent is assigned to the Engineering and Analysis Division which has the sole responsibility for developing, proposing, and promulgating effluent limitations, guidelines, new source performance standards and pretreatment standards for industrial point source discharges; assuring the adequacy and validity of scientific, economic, and technical data and findings used as support for the effluent limitations and standards; gathering, developing, and analyzing data and background information basic to the annual review and periodic revisions of the limitations and standards; and developing technical information required by the judicial review of effluent limitations, guidelines, standards, and pretreatment standards.

II. MAJOR DUTIES AND RESPONSIBILITIES

1. Reviews and evaluates scientific aspects of analytical data for industrial categories covered under the Clean Water Act (CWA). Analyzes the chemical, physical, biological, and or mathematical quality and quantity of technical data collected during technical studies and applies in-depth technical background and experience in determining if the development of data is consistent with information generally available. Reviews and evaluates alternative and sometimes conflicting technical information, data, and sampling or analysis techniques of an advanced nature for their precision and accuracy and recommends the best possible alternative. Identifies discrepancies or inadequacies in scientific and technical reports received and either resolves or corrects them or seeks specific additional information to permit this to be done. Resolves problems and recommends solutions concerning priority of operational needs, coordination, investigation, and planning.
2. Provides technical input on which new analytical techniques (test methods) may be applicable when existing techniques or methodology are inadequate or inappropriate. Plans and conducts developmental or other work requiring new approaches, methodology, or techniques when existing approaches are inadequate. Identifies, evaluates, and recommends areas requiring additional study or the full attention of a new program team.
3. Consults and coordinates with other scientists, engineers and others who are considered experts in incumbent's specialty areas. Contacts outside EPA include public and private agencies and groups at the federal, state, interstate, and local levels. These contacts are maintained to exchange useful information on progress in the field and to assure compatibility with similar programs being conducted in other agencies.
4. Maintains coordination and liaison with staff in headquarters, regional and state programs about the development, validation and implementation of analytical techniques for measurement of pollutants germane to the CWA program. Prepares summary reports on questions and answers for headquarters, regional and state organizations.

5. Develops and maintains information on the scheduling of regulations development, documentation, and promulgation and provides status report to headquarters, regional, and state organizations. Information is disseminated in ways, such as briefings for public stakeholders and EPA managers, EPA websites, and *Federal Register* notices.
6. Prepares and coordinates briefings or meetings for EPA and the public about the use or development of analytical methods for compliance monitoring under CWA programs.
7. Consults with contractors and industries on the latest developments in analytical measurement technologies as they affect measurement of pollutants in wastewater discharges. As a Contract Officer's Representative, assists contract officer in monitoring and directing the contractor's effort in the collection of data. Identifies discrepancies in reports received, and appraises supervisor along with recommendations to resolve or correct problems or discrepancies, or seeks specific additional information to resolve the issues.
8. Performs other related duties as assigned.

III. SUPERVISORY CONTROLS

Incumbent works under the general supervision of the Chief, Engineering and Analytical Support Branch. The incumbent and supervisor develop and agree upon the scientific objectives and overall approach to take. The incumbent is responsible for planning and carrying out the work, solving most of the technical problems and coordinating as necessary. The supervisor is kept informed of progress of work and major problems. Incumbent makes decisions on technical matters, by applying knowledge of scientific practices and principles interpreting established policy and selecting/adopting suitable precedents, but advises the supervisor or senior staff member within the Branch of unusual or especially difficult problems. Completed work is expected to be technically accurate, complete and arrived at through the use of sound engineering judgment. Work is reviewed for technical soundness and satisfactory achievement of objectives.

**GS-12 GRADE LEVEL CRITERIA
PROFESSIONAL/ADMINISTRATIVE/SCIENTIFIC POSITION**

KNOWLEDGE REQUIRED BY THE POSITION

Level 1-7 1250 Points

Knowledge of a wide range of concepts, principles, and practices in a professional or administrative occupation, such as would be gained through extended graduate study or experience and skill in applying this knowledge to difficult and complex work assignments.

Knowledge, Skills and Abilities required for this position:

- Knowledge and training in the field of environmental science.
- Experience in the area of industrial pollution control.
- Ability to plan the development of new approaches to water pollution control regulations and provide technical advice.

SUPERVISORY CONTROLS

Level 2-4 450 Points

The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop priorities and other broad specifications for the work. The employee is responsible for planning and carrying out assignments; resolving conflicts which arise; coordinating the work with others; and interpreting policy on own initiative in terms of established objectives.

The employee determines work approaches to be taken and the methodology to be used. The supervisor is kept informed of progress and unusual problems and issues which affect the general application of programs or are of a precedent-setting nature. Completed work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES

Level 3-4 450 Points

Administrative policies/precedents are available but are often inadequate in dealing with the more complex or unusual problems. The employee is required to use resourcefulness, initiative, and judgment based on experience to deviate from or extend traditional methods and practices in developing solutions to problems where precedents are not applicable.

COMPLEXITY

Level 4-5 325 Points

Assignments are diverse and require different and unrelated methods or approaches. The employee must be especially versatile and innovative in adapting, modifying, or making compromises to extend traditional techniques or develop new techniques.

SCOPE AND EFFECT

Level 5-4 225 Points

The purpose of the work is to provide technical or administrative guidance on complex or unprecedented issues, unusual conditions, problems or questions. The work effects a wide range of agency activities or fundamental matters with potential for far-reaching scope or impact.

PERSONAL CONTACTS

Level 6-3 60 Points

Contacts include other agencies, contractors, private industry, and public groups, who are likely to embrace points of view and positions that differ from those of the Agency in fundamental ways. Their objectives are likely to differ from program requirements and there may be elements of an adversarial relationships or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

PURPOSE OF CONTACTS

Level 7-2 50 Points

Contacts are for obtaining or exchanging information and to coordinate projects.

PHYSICAL DEMANDS

Level 8-1 5 Points

The work is primarily sedentary, although walking, bending, or lifting may be required during field work.

WORK ENVIRONMENT

Level 9-1 5 Points

Work is generally performed in an office setting although some field visits may be necessary.

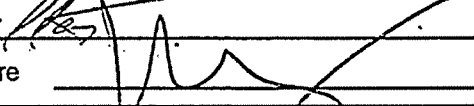
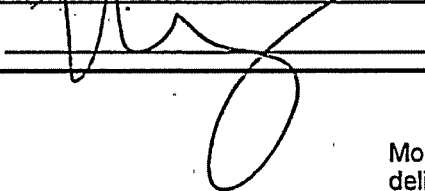
TOTAL POINTS = 2820

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name Meghan M. Hessenauer	This position has no extramural resources management responsibilities.
Position Number	Total extramural resources management duties occupy less than 25% of time.
Title Environmental Scientist	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade GS-1301 - 12	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OW/OST/EAD/EASB.</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature 	Date <u>11/12/07</u>
Personnel Specialist's Signature 	Date <u>12/21/07</u>

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☐ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☒ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☐ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (lists)

- ☒ Monitors management and performance of delivery orders/work assignments after award
- ☒ Defines scope of work for work assignments
- ☒ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Closes-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Post-award:

- ☒ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☒ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost, management, and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

20 %

Continued